

From: Tim Light [mailto:tim.light1@hotmail.co.uk]
Sent: 19 November 2017 11:15
To: Tim Light
Subject: Important Information - External Audit Arrangements 2017/2018

Dear all

The SAAA (Smaller Authorities Audit Appointments Ltd) are now emailing Town and Parish Councils to inform them of the new External Arrangements for 2017/2018.

You should be receiving this email soon or you may have already received this recently from them.

It is important that you check that the details contained in the email are correct for your authority.

The email explains that for 2017/2018 the Annual Return will be sent out by your Appointed Auditor and they have listed these appointments in the appendix.

Your Appointed Auditor will be **PKF Littlejohns** unless you are in Oxfordshire or West Sussex where these counties will be covered by **Moore Stephens**.

The email will also explain the requirements for Exempt Authorities (where the higher of income or expenditure for the year was £25,000 or less) and what to do if your authority declare themselves Exempt.

A scale of fees for 2017/18 - 2021/22 is detailed in the email where you are subject to the limited assurance review. This scale of fees may be useful for budgeting purposes as these are set fees for the period.

The Annual Return will also be known in future as the "Annual Governance and Accountability Return" and will be sent out to you by the Appointed Auditor electronically at the end of the financial year.

It is important however that you inform the SAAA if you are unable to accept the Annual Return documents electronically no later than the 31 December 2017. The details of how to do this will be detailed in the email.

I understand that the Appointed Auditor should now be contacting you direct to introduce themselves to your Authority. This will be done at some point before the end of the financial year but I will keep you informed of any further information I receive from them so the transition to the new External Audit arrangements can be achieved as smoothly as possible.

Confirmation of Receipt

Once you receive your email from the SAAA can you please email me to let me know and to confirm that the details are correct.

If however you do not receive the email from them by 30 November 2017 then please email me to let me know.

I hope this email is helpful to provide notice of the information you will receive from the SAAA.

Kind regards

Tim

Tim Light FMAAT
Internal Auditor

Lightatouch
Tel 07762 780605