28th June 2022

SBA Team

PKF Littlejohn LLP

1 Westferry Circus

Canary Wharf

London

E14 4HD

Dear Sirs,

**ANNUAL RETURN 2021/22 CANDOVER PARISH COUNCIL**

Please see enclosed our duly completed Section 1 & 2 of AGAR form 3 and completed Internal Audit Report together with all requested supporting evidence required. These are identified as follows:

Appendix A - Completed confirmation of dates of the period for the provision of public rights form

Appendix B - Bank reconciliation in support of Section 2, Box 8.

Appendix C - Explanation of significant variances completed Pro Forma

Reconciliation between section 2, Boxes 7 and 8 – not required as figures match.

All basic procedure information has been submitted for intermediate authorities, in addition, the following information has been reviewed for 2021/22 intermediate review:

* If the authority acts as sole managing trustee of a local trust or trusts, the charity commission filing documents submitted during 2021/22 in respect of the 2020/21 reporting year. Not applicable for Candover Parish Council.
* If the 2020/21 external auditor report included any “except for” matters, copies of minutes and nay agreed plan showing the corrective action taken to address these matters. Not applicable for Candover Parish Council.
* If the authority has any income or expenditure of more than £2,000,000, the detailed internal audit report regardless of whether there were issues or recommendations raised. Not applicable for Candover Parish Council.

There is no section 48 Notice as this is not applicable to Candover Parish Council.

There are no minutes and any agreed plan showing corrective action for any ‘except for’ matters as there were no ‘except for matters’ in the Council in the previous year.

I trust that everything is satisfactory. Please do not hesitate to contact me if you require anything further.

Yours sincerely,

Ms Wendy Simson

Parish Clerk