

From: SBA <SBA@pkf-l.com>
Sent: Tuesday, July 16, 2024 6:44 PM
To: clerk@haxeyparishcouncil.gov.uk; SBA <SBA@pkf-l.com>
Subject: Haxey PC - challenge correspondence

Dear Ms Hotson

We are in receipt of 'information brought to the auditor's attention'; not all of it is relevant to the 2023/24 AGAR. However, in our view, due to the following non-compliance with the Council's financial regulations and standing orders, the Council should have responded 'No' to Assertion 2:

- It has been brought to our attention that the payment details in the minutes for August and October 2023 and for November and December 2023 are duplicated. Please ensure that these errors are declared and the amendments are included and ratified in the next Council meeting minutes. Please forward us a copy of those minutes (or a link to them) when this has been done.

Please send us an amended Section 1 of the AGAR and include the explanation for the 'No' response on the website with the AGAR. If this is not agreed by the Council, then we will include it in our external auditor report on the 2023/24 AGAR.

Please note also that pages 32/33/34 of the 2023/24 minutes have been used twice – once for the annual meeting of the Council and once for the May meeting. Please ensure that this is corrected.

Kind regards

Rebecca

Rebecca Plane | Head of Challenge | Engagement Lead
PKF

For and on behalf of PKF Littlejohn LLP

T +44 (0) 20 7516 2200

sba@pkf-l.com

<https://www.pkf-l.com/services/limited-assurance-regime>

Please note that my usual working days are Tuesday/Wednesday/Thursday

For and on behalf of

PKF Littlejohn LLP

15 Westferry Circus

London E14 4HD

United Kingdom

www.pkf-l.com