

## Full Council

---

<b>Date:</b>	<b>19 January 2021</b>
<b>Title:</b>	<b>External Audit</b>
<b>Contact Officer:</b>	<b>Karen Slater, Acting RFO &amp; Office Administration Manager</b>

### Purpose of Report

1. To receive the External Auditor's Report for 2019-20.

### Background

2. Moore Stephens, the Town Council's appointed External Auditor, has completed the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2020 and a copy of the External Auditor Report and Certificate, page 6, Section 3 of the AGAR, is attached as Appendix 1 to this report.
3. The report notes that the notice of Public Rights did not fully comply, this was because the notice was issued for 30 days instead of 30 **working** days which gave a shortfall of 4 days.

The final submission delays mentioned by Moore Stephens were incurred as a result of their original communication to Thame Town Council being unseen for two months because this was sent direct to Graham Hunt's email despite the fact they were notified of new Town Clerk's email in advance. Jayne Cole should have been checking Graham's emails for first year. Moore Stephens sent their original email in July and it was not seen until September creating the 2 month delay. Moore Stephens believe it was Pandemic and working remotely that created these delays in their notes. We did point out to Moore Stephens that if they had sent their email to correct address in the first instance delays could have been avoided for which they apologised.

There was also a minor typographical error on one figure submitted from end of year accounts paperwork, no fines were imposed by Moore Stephens as all classed as minor i.e. to note for future reference hence the certificate has been signed.

### Recommendation that:

- i) The External Auditor's Report 2019-20 be received.***