

18<sup>th</sup> August 2020

PKF Littlejohn LLP (Ref SBA Team)  
15 Westferry Circus  
Canary Wharf  
London  
E14 4HD

Dear Sirs

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019-20**

**BRETTON PARISH COUNCIL (CAMBRIDGESHIRE)**

I refer to the audit of the Council's accounts for 2019-20 and now enclose the Annual Governance and Accountability Return (AGAR) (Part 3) duly completed and signed. I also enclose the following items in accordance with your Limited Assurance review documentation (Section 12).

- Confirmation of the dates of the period for the Exercise of Public Rights for Accounts for the year ended 31 March 2020 to be erected on Thursday 20 August 2020
- Bank reconciliation as at 31 March 2020
- Calculation and explanation of significant variances as per the 2019-20 AGAR with detailed explanations where the 15% variance is exceeded
- The Annual Internal Audit Report within the AGAR
- Key contacts for the authority

The Council has retained copies of all of the enclosed documentation to enable the Exercise of Public Rights associated with this audit to proceed to its conclusion on Monday 5 October 2020.

I should point out that this is the first year the Council's Receipts and/or Payments have exceeded the threshold of £200,000 but in accordance with the Practitioners Guidance, I will continue to report as has always been the case until three continuous years at this level have been reached when the financial details will be changed to reporting on an Income and Expenditure basis.

I hope that the above will enable you to complete the Council's audit for 2019-20 and my members look forward to receiving the audit opinion in due course.

I should also point out that the Clerk/RFO of the Council Bernard Champness has now retired from the Council. A new appointment will be made in the coming months but I will continue as Temporary Clerk and Responsible Finance Officer until that appointment has been made. There is no change to the telephone number or e-mail address which is as your existing records.

Yours faithfully

Mrs Debbie Holmes  
Temporary Clerk and Responsible Finance Officer

