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Ms D Harper
The Courthouse
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PETERBOROUGH
Northamptonshire
PE8 4BW



28 August 2015

our ref: 2015/E4/OUND01/FINAL

Dial: 023 8088 1700
Email: councilaudits@bdo.co.uk

Dear Ms Harper

Oundle Town Council - Audit for the year ended 31 March 2015

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Issues arising from the audit
- Date selection form for 2015/16
- Contact details
- Survey 2014/15
- Annual Return

The enclosed annual return should be presented to the council/body/board, now that our audit opinion has been given, and a minute should be made to show that the Annual Return has been approved and accepted by the council/body/board. The issues arising report should also be presented to the council/body/board and an action plan produced, if required, to indicate how the issues raised will be addressed. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible and before the 30 September 2015.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

Mrs Emma Prince
For and on behalf of BDO LLP

Enc.



The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

Fixed Assets

What is the issue?

The council has incurred significant expenditure of £449,885 during the year on a capital project which was still on going at 31 March 2015. The costs incurred to date have not been disclosed in Box 9 'Fixed Assets'. The total cost of the capital project will not be disclosed in box 9 until the project has been completed and the asset brought in to use.

Why has this issue been raised?

The accounts are currently understating the amount of the assets belonging to the council as the asset is not recognised until completed.

What do we recommend you do?

As soon as the expenditure is completed, the asset must be included in the council's asset register and the figure in box 9 is updated to reflect this new asset.

Further guidance on this matter can be obtained from the following source(s):

Not applicable

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 19 August 2015
