

# Annual Internal Audit Report 2024/25

## ALLONBY PARISH COUNCIL

<https://www.allonby-pc.org.uk/> LICELY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

18/04/2025

DD/MM/YYYY

DD/MM/YYYY

TREVOR GARR

INTERNAL AUDITOR

Signature of person who carried out the internal audit

*[Signature]*

REQUIRED

Date

18/04/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### ALLONBY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

20/05/2025

and recorded as minute reference:

14/5/25 (11)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

*[Signature]* SIGNATURE REQUIRED

Clerk

*[Signature]* SIGNATURE REQUIRED

### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
✓	

<https://www.allonby-pc.org.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2024/25 for

### ALLONBY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	18,187	10,614	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	16,000	16,800	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,864	6,891	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,741	2,937	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	24,696	13,478	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	10,614	17,890	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	10,614	17,890	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	45,850	45,850	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED  
Date 06/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

20/05/2025  
as recorded in minute reference:

14/5/25 (111)

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

### ALLONBY PARISH COUNCIL

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25: £23,691 PER AMOUNT £00,000

Total annual gross expenditure for the authority 2024/25: £16,415 PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2025.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

20/05/2025

I confirm that this Certificate of Exemption was approved by this authority on this date:

20/05/2025

Signed by Chair

Date

SIGNATURE REQUIRED

20/05/2025

as recorded in minute reference:

14/5/25 (1V)

Generic email address of Authority

info@allonby-pc.org.uk OWNED GENERIC EMAIL ADDRESS

Telephone number

07547368323 NUMBER

\*Published web address

https://www.allonby-pc.org.uk/ PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.**



**ALLONBY PARISH COUNCIL**  
**BANK RECONCILIATION 2024-25**

<b><u>Community Account Balance at 01.04.2024</u></b>	<b>£10,614.41</b>
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<b>Receipts in</b>	<b><u>£23,690.56</u></b>
	<b>£34,304.97</b>

<b>Payments out</b>	<b>£16,414.76</b>
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<b>BALANCE 31/3/25</b>	<b>£17,890.21</b>
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<b>BALANCE UNITY BANK</b>	<b>£17,972.20</b>
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Cheques not yet presented	£ 32.99
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£ 49.00
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<b>BALANCE CFWD 1 APRIL 2025</b>	<b>£17,890.21</b>
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# Explanation of variances 2024/25 – ALLONBY PARISH COUNCIL

Name of smaller authority:

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- variances of more than £100,000 must be explained even where this constitutes less than 15%;

Please ensure variance explanations are quantified to reduce the variance excluding stated items below the 15% / £500 / £100,000 threshold

	2025 £	2024 £	Variance £	Variance %	Explanation Required? Is > 15% Is > £100,000	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures) Note: If an explanation is required for the variance of Box 4 and the explanation refers to a change in hours or a change in pay rates, please could you note the previous hours/rates and the updated hours/rates
1 Balances Brought Forward	10,614	18,187				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	16,800	16,000	800	5.00%	NO		
3 Total Other Receipts	6,891	3,884	3,027	78.34%	YES		Grant awarded £3130
4 Staff Costs	2,937	2,741	196	7.15%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	13,478	24,696	-11,218	45.42%	YES		No payment to Playdale £3805, No payment to WaterPlus £5178
7 Balances Carried Forward	17,890	10,614	7,276	68.55%	YES		
8 Total Cash and Short Term Investments	17,890	10,614	7,276	68.55%	YES		No payment to Playdale £3805, No payment to WaterPlus £5178
9 Total Fixed Assets plus Other Long Term Investments and Assets	45,850	45,850	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		



**ALLONBY PARISH COUNCIL**  
**ACCOUNTS Y/E 31.03.2025**  
**CURRENT ACCOUNT CASH BOOK**

Balance C/F 01.04.2024

£10,614.41

DATE	DESCRIPTION	EXPENDITURE	INCOME
01/04/2023	Cumberland Council		£ 8,400.00
23/04/2024	P Jones - Refund Supplies Toilet Block	£ 115.25	
23/04/2024	Clerk's account April 2024	£ 201.05	
23/04/2024	HMRC PAYE April 2024	£ 46.80	
23/04/2024	S. Ringrose - Repairs/Inspection Play Area	£ 79.00	
23/04/2024	CALC - Annual Subscription	£ 196.26	
15/05/2024	Clerk's account May 2024	£ 200.55	
15/05/2024	HMRC PAYE May 2024	£ 46.80	
15/05/2024	T. Gear Internal Auditor	£ 80.00	
15/05/2024	Zurich Insurance	£ 1,123.06	
15/05/2024	K. Hetherington Cleaner April	£ 486.00	
15/05/2024	Eon	£ 45.52	
15/05/2024	Moore - External Auditors (2022-23)	£ 252.00	
29/05/2024	HMRC - VAT Refund		£ 1,510.56
25/06/2024	Clerk's account June	£ 215.80	
25/06/2024	HMRC PAYE June	£ 46.80	
25/06/2024	Tivoli Grounds Maintenance May	£ 328.34	
25/06/2024	West House - Planters Allonby	£ 152.00	
25/06/2024	S. Ringrose - Repairs to Fence	£ 97.00	
25/06/2024	E-on	£ 120.50	
30/06/2024	Unity Bank Charges	£ 18.00	
01/07/2024	Cumbria CF		£ 2,000.00
16/07/2024	Clerk's account July	£ 201.00	
16/07/2024	HMRC PAYE July	£ 46.80	
16/07/2024	Vicarage Field - Concrete Play Park	£ 252.00	
16/07/2024	P Jones - Refund Supplies Toilet Block	£ 146.28	
16/07/2024	Tivoli Grounds Maintenance June	£ 328.34	
16/07/2024	S Ringrose - Repairs to flagpole	£ 30.00	
16/07/2024	HMRC PAYE August	£ 46.80	
16/07/2024	K. Hetherington Cleaner May and June	£ 976.00	
16/07/2024	Eon	£ 80.52	
16/07/2024	WaterPlus	£ 371.90	
22/07/2024	ICO - Data Protection Fee	£ 35.00	
16/08/2024	Kompan - Part for play equipment	£ 415.20	
19/08/2024	Water Plus	£ 48.12	
20/08/2024	Eon	£ 42.86	
21/08/2024	N. Wingfield - Refund website	£ 28.78	
10/09/2024	K. Hetherington	£ 992.00	
24/09/2024	R Cox	£ 56.00	
24/09/2024	S. Ringrose	£ 72.00	
19/09/2024	WaterPlus	£ 169.76	
24/09/2024	Clerk's account August	£ 191.45	
24/09/2024	Clerk's account September	£ 244.45	
24/09/2024	Tivoli Group Ltd	£ 328.34	
24/09/2024	Tivoli Group Ltd	£ 328.34	
24/09/2024	HMRC PAYE September	£ 46.80	
24/09/2024	Value Web Designs	£ 199.00	
24/09/2024	Moore - External Auditors (2023-24)	£ 252.00	
24/09/2024	S Ringrose - To fit spring	£ 95.00	
24/09/2024	P Jones - Refund Supplies Toilet Block	£ 48.81	
30/09/2024	Unity Bank Charges	£ 18.00	



01/10/2024	Cumberland Council		£ 8,400.00
02/10/2024	Eon	£ 44.67	
17/10/2024	Eon	£ 38.38	
22/10/2024	Water Plus	£ 67.33	
22/10/2024	P Jones - Refund Supplies Toilet Block	£ 103.54	
22/10/2024	Tivoli Grounds Maintenance September	£ 328.34	
22/10/2024	Clerk's account October	£ 204.70	
22/10/2024	HMRC PAYE October	£ 46.80	
31/10/2024	Service Charge	£ 5.40	
05/11/2024	K Hetherington	£ 976.00	
13/11/2024	Water Plus	£ 48.12	
26/11/2024	A Sim = CANCELLED		
26/11/2024	Tivoli Group Ltd	£ 328.34	
26/11/2024	Clerk's account November	£ 272.29	
26/11/2024	HMRC PAYE November	£ 64.20	
26/11/2024	HMRC PAYE December	£ 48.80	
19/11/2024	Eon	£ 39.68	
30/11/2024	Service Charge	£ 6.00	
05/12/2024	JRA Sim	£ 300.00	
17/12/2024	Eon	£ 34.04	
20/12/2024	Water Plus	£ 51.62	
30/12/2024	K Hetherington	£ 304.00	
31/12/2024	Service Charge	£ 6.00	
17/01/2025	Eon	£ 35.77	
22/01/2025	Water Plus	£ 52.03	
	CANCELLED		
05/02/2025	Allonby Village Hall - Clock maintenance	£ 129.00	
28/01/2025	Clerks account December	£ 198.19	
28/01/2025	Clerks account January	£ 208.04	
28/01/2025	HMRC January	£ 49.00	
31/01/2025	Service Charge	£ 6.00	
18/02/2025	Eon	£ 37.31	
18/02/2025	Water Plus	£ 52.03	
18/02/2025	Clerks account February	£ 209.09	
18/02/2025	HMRC PAYE February	£ 48.80	
18/02/2025	Vicarage Field - Xmas Lights	£ 36.98	
18/02/2025	Cumberland Council Play Area Inspection	£ 72.00	
18/02/2025	JR Cox Repairs Play Area	£ 378.00	
18/02/2025	Mark Grisedale - Mole Control	£ 380.00	
18/02/2025	S Ringrose - Play Area Repairs	£ 653.00	
28/02/2025	Service Charge	£ 6.00	
18/03/2025	Eon	£ 32.96	
10/03/2025	Donation towards Play Park		£ 250.00
13/03/2025	K Hetherington	£ 272.00	
18/03/2025	Clerks account March	£ 210.04	
18/03/2025	HMRC PAYE March	£ 49.00	
18/03/2025	P. Jones - Refund Toilet Block Supplies	£ 32.99	
21/03/2025	Cumberland Council Community Panel Grant		£ 3,130.00
31/03/2025	Service Charge	£ 6.00	
		£ 16,414.76	£ 23,690.56

Balance Cfwd 1 April 2024	£ 10,614.41
Income 2024-25	£ 23,690.56
	£ 34,304.97
Expenditure 2024-25	£ 16,414.76
Balance	£ 17,890.21



This Bank Reconciliation / Cash Book is a true reflection of the Bank Account, Expenditure & Income for Allonby  
Parish Council

Clerk

J. Ruse

Chair Person

A. J. J. J. J.

Date

20/05/2025



## ALLONBY PARISH COUNCIL

Smaller authority name: \_\_\_\_\_

### NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement <u>Monday 2 June 2025</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) <b>JANICE RAE. CLERK/RFO</b> <b>TEL: 07547 368 323 EMAIL: info@allonby-pc.org.uk</b></p> <p>commencing on (c) <u>Tuesday 3 June 2025</u></p> <p>and ending on (d) <u>Monday 14 July 2025</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p><b>Moore (Ref AP/HD)</b> <b>Rutland House,</b> <b>Minerva Business Park,</b> <b>Lynch Wood,</b> <b>Peterborough</b> <b>PE2 6PZ</b></p> <p>5. This announcement is made by (e) <b>JANCE RAE, CLERK/RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>