



Newquay Town Council
Municipal Offices
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Newquay
TR7 1AF

NewquayCouncil

CorporateService

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Town Clerk of Newquay: **Andrew Curtis**

PKF LITTLEJOHN LLP (REF: SBA TEAM)
1 WESTFERRY CIRCUS
CANARY WHARF
LONDON
E14 4HD

Your ref: Newquay Town Council
My ref: External Audit 2018/19
Date: Friday 31 May 2019

By email: sba@pkf-littlejohn.com

Dear Sirs,

Annual Governance and Accountability Return 2018/19

Authority: Newquay Town Council

Area: Cornwall

Please find enclosed the following documents as requested for the undertaking of the above External Audit:

- 1) Fully Completed Part 3 AGAR
 - a. Note Section 1 was approved before Section 2 as separate agenda items at the same Full Council meeting
- 2) The completed form confirming the dates planned for the provision for the excise of public rights.
- 3) A Bank Reconciliation
- 4) Explanation of Significant Variances
- 5) Reconciliation between Box 7 and Box 8 of Section 2 of the AGAR
- 6) Risk Management Arrangements (as requested under Intermediate level review)
- 7) Contact details of Clerk & RFO and Chair

I trust this submission is complete and in order. Should you have any queries or require any further evidence/documentation then please don't hesitate in contacting me.

Yours sincerely,

Andrew Curtis BA (Hons) FIAB FCMI FSLCC FInstLM MAAT
Town Clerk and Responsible Financial Officer

PA Name: Louise Sykes

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