



ISSUES ARISING REPORT FOR  
Henley-on-Thames Town Council  
Audit for the year ended 31 March 2016

## Introduction

The following matters have been raised to draw items to the attention of Henley-on-Thames Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2016. This report must be presented to a full meeting of the smaller authority for review.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minor issues
  - Committed Assets included in Box 9
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The following issue(s) have been raised to assist the readers of the annual return. They require no action to be taken by the council.

**Committed Assets included in Box 9**

*What is the issue?*

During the year, the council has committed to spending £286,000 on fixed assets in the future. These have been incorrectly included in Box 9 as the council has not yet received, purchased or entered into a contract for the assets.

*Why has this issue been raised?*

Fixed assets are required to be recorded at purchase cost when the asset is received. Until a purchase cost has been recognised in the accounts, a cost value should not be assigned to the asset. The fixed asset figure is therefore overstated as a result.

*What do we recommend you do?*

The smaller authority must ensure that the cost values of assets are only recognised when the expenditure has been accounted.

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

Governance and Accountability for Local Councils in England - A Practitioners' Guide

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The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the council so they do not occur again in future years.

**Minor issues**

*What is the issue?*

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

The smaller authority has included grant monies received in box 2, rather than box 3, other receipts.

Section 2 of the Annual Return does not add up.

*Why has this issue been raised?*

This is to draw these minor errors to the attention of the smaller authority.

*What do we recommend you do?*

The smaller authority should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements.

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

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 14 September 2016

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