

## CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS  
(AGARS)**

Notice has been received from PFK Littlejohn confirming that they have been appointed to carry out the AGAR

***Completion of documentation for submission***

Access to the Annual Governance and Accountability Returns (AGARs) and instructions is provided through email links. All the relevant information and guidance is available on [this page](#) of our website. Please click on the links provided to refer to our instructions and to obtain the relevant forms and information to be provided to us with the AGAR.

Please note that a separate email will be sent this week to any smaller authorities with income and expenditure below £200k who have been selected as part of the 5% sample subject to intermediate review. **All smaller authorities with income or expenditure greater than £200k are automatically subject to an intermediate review** and will not receive an additional email. In this case, you must submit the information required for an intermediate review.

***Submission deadline***

Please note that our default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is **Friday 2 July 2021**. Non-submission by this date will lead to chargeable chaser letters being issued (£40 plus VAT for all financially active smaller authorities). If you are not able to meet this submission deadline please contact us to arrange an alternative date (subject to below) to avoid incurring the administrative charges. **It is important to note, however, that:**

- **no submission deadlines will be granted beyond 15 September;**
- **it will only be possible to extend submission deadlines by a maximum of 4 weeks at a time providing sufficient justification explaining the need for the extension is given;**
- **a statutory recommendation will be issued to all financially active non-responding authorities that fail to submit their documents by 15 September. Statutory recommendations for non-response are charged at the standard fee rate depending on the authority's expenditure banding and hence give rise to a minimum additional fee of £200 plus VAT.**

**IMPORTANT:** If a financially active smaller authority is issued with a statutory recommendation (and/or a public interest report) for 2020/21 it will not be able to claim exemption from a limited assurance review for 2021/22, regardless of whether it meets all other criteria.

Kind regards

**SBA Team**

For and on behalf of PKF Littlejohn LLP

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