



**ISSUES ARISING REPORT FOR  
Parking & Traffic Regulations Outside London  
Adjudication Joint Committee  
Audit for the year ended 31 March 2012**

## Introduction

The following matters have been raised to draw items to the attention of Parking & Traffic Regulations Outside London Adjudication Joint Committee. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2012.

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;

- Minute reference
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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 body so they do not occur again in future years.

**Minute reference**

*What is the issue?*

A minute reference has not been entered in Section 1 and Section 2.

The statements were approved and the minute reference should be 12/24.

*Why has this issue been raised?*

The approval of the sections have not been fully disclosed in accordance with the requirements.

*What do we recommend you do?*

The body must ensure that the annual return approval is adequately disclosed.

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: 28 September 2012

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