

London Borough of Hammersmith and Fulham - Inspection of the Accounts – A practical guide for inspecting the 2019/20 accounts

Introduction

From 25 August 2020 to 6 October 2020 between 10.00 a.m. and 4.00 p.m. Mondays to Fridays, any persons interested may inspect the accounts of the Council for the year ended 31 March 2020 and certain related documents (comprising books, deeds, contracts, bills, vouchers and receipts) by application to the Director of Finance. This note provides some practical guidance on the inspection process.

General Guidance

The National Audit Office (NAO) has published a guide to local residents' legal rights to inspect, ask questions about and challenge items in their local authority's accounts. The is available on the NAO's website here:

<https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03/Council-accounts-a-guide-to-your-rights.pdf>

Specific Guidance for inspecting the accounts at the London Borough of Hammersmith and Fulham

While you may inspect the accounts at any time during the inspection period we recommend the following to ensure that your inspection is handled as efficiently as possible in light of the COVID-19 pandemic:

You can request an inspection, notify us of your queries and document requests and raise any general queries about the inspection process via the following officer:

Christopher Harris, Chief Accountant, email: Christopher.Harris@lbhf.gov.uk; Tel. 0208 753 6440

- Requests will be handled electronically where possible; Should you wish to inspect the accounts in person please contact the above officer and please be aware this may be subject to any Government COVID-19 restrictions at that time.
- Wherever possible, please provide an outline of your queries and/or areas of interest and a list of documents you would like to inspect in advance of your inspection. This will enable staff to retrieve relevant information ready for your inspection.
- Be as specific as possible in your request for further information and documentation to ensure that staff are able to provide relevant information to you.

We will endeavour to supply all information as quickly as possible but please note that there may be delays particularly when accessing physical copies of certain documents requested.