

London Borough of Hammersmith and Fulham - Inspection of the Accounts – A practical guide for inspecting the 2016/17 accounts

Introduction

From 3 July 2017 to 11 August 2017 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 2017 and certain related documents (comprising books, deeds, contracts, bills, vouchers and receipts) at Hammersmith Town Hall by application to the Strategic Finance Director. This note provides some practical guidance on the inspection process.

General Guidance

The National Audit Office (NAO) have 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:

- Arrange a time for your inspection so we can properly accommodate you and ensure that relevant officers are on hand to deal with any questions you may have.
- Wherever possible, 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.

You can arrange a time for inspection, notify us of your queries and document requests and raise any general queries about the inspection process via the following officers:

Emily Hill, Head of Corporate Finance, email: Emily.Hill@lbhf.gov.uk; Tel. 0208 753 3145

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