

Mr J Solnick
Heritage Hut
The Green
WALBERSWICK
Suffolk
IP18 6TT

23 December 2014

our ref: 2014/F6/WALB01/FINAL

Dial: 023 8088 1700

Email: councilaudits@bdo.co.uk

Dear Mr Solnick

Walberswick Parish Council - Audit for the year ended 31 March 2014

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Issues arising from the audit
- Date selection form for 2014/15
- Contact details
- Survey 2013/14
- Annual Return

The enclosed annual return should be presented to the council/body/board, now that our audit opinion has been given, and a minute should be made to show that the Annual Return has been approved and accepted by the council/body/board. The issues arising report should also be presented to the council/body/board and an action plan produced, if required, to indicate how the issues raised will be addressed. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible and before the 30 September 2014.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely



Mrs Emma Prince
For and on behalf of BDO LLP

Enc.



NOTES FOR THE RESPONSIBLE FINANCIAL OFFICER

In accordance with the Accounts and Audit (England) Regulations 2011 -
As soon as possible after conclusion of audit, notice must be given as follows:

Display the Notice of Conclusion of Audit in one or more conspicuous places advising that the audit has been completed. The notice must be displayed for at least 14 days.

The Council can either display the notice and the requisite information
or
display the notice only and make available, by appointment, the requisite information.

The requisite information consists of;
Section 1 to 3 of the Annual Return
Issues arising from the audit (if any)

In all cases, ensure that copies of the statement of accounts/annual return are made available for purchase at a reasonable sum.



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 Fax: +44 (0)23 8088 1701
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 remittances@bdo.co.uk
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 Ocean Village
 Southampton
 SO14 3TL
 DX 2008 Southampton

INVOICE

Walberswick Parish Council
Heritage Hut
The Green
Walberswick
SOUTHWOLD, Suffolk
IP18 6TT

Bill Number: 1345622
 Invoice Date: 23 December 2014
 Tax Point Date: 23 December 2014
 Client Number: 0283863
 Project Number:
 Reference: 014344
 Payment Terms: 14 Days
 Page: 1 of 1

Auditing the annual return for the year ended 31 March 2014
 Standard fee for income/expenditure band £10,001-£25,000

£

100.00

SUBTOTAL: 100.00
 VAT @ 20.00%: 20.00

TOTAL AMOUNT DUE: £ 120.00

If you disagree with, or have queries on, an invoice we request that you notify us in writing within 7 days from the invoice date, after which time we will assume that you have agreed its content.

We welcome payments by BACS - please see reverse for details. If paying by cheque, please make payable to **BDO LLP**.

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BDO is the brand name for the BDO network and for each of the BDO Member Firms.

Please refer overleaf for our 'Ways To Pay Your Account'.



Please detach this remittance advice and return together with your payment.

Remittance Advice

Client Number: 0283863
 Bill Number: 1345622
 Project Number:

Client Name: Walberswick Parish Council
 Partner Name: Thixton, Malcolm
 Reference: 014344

Date:
 Cheque Number:

Cheque Value:
 Ways To Pay Your Account

By Bank Transfer: National Westminster Bank Plc, St James's & Piccadilly
 Sort Code: 56-00-03 | Account No: 00065013 | IBAN: GB76NWBK56000300065013 | SWIFT BIC: NWBKGB2L

By Credit/Debit Card: Please contact our Central Finance Team on 01293 847872 - 847849 - 847864 to provide the card details

By Cheque: to BDO LLP | Central Finance Team | 2 City Place | Beehive Ring Road | Gatwick
 West Sussex | RH6 0PA

