



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

07 October 2014

our ref: 2013/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 2013**

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 2013/14
- Contact details
- Survey 2012/13
- 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 2013.

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

Yours sincerely

Paul Bricknell  
For and on behalf of BDO LLP

Enc. .



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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: 1324138  
Invoice Date: 07 October 2014  
Tax Point Date: 07 October 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 2013	
Standard fee for income/expenditure band £10,001-£25,000	100.00
Time taken in respect to additional work dealing with elector's questions 17 hrs x £117 as notified	1,989.00

SUBTOTAL:	2,089.00
VAT @ 20.00%:	417.80

<b>TOTAL AMOUNT DUE:</b>	<b>£</b>	<b>2,506.80</b>
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We welcome payments by BACS - please see reverse for details. If paying by cheque, please make payable to **BDO LLP**.

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Please detach the payment slip and return with your remittance



Remittance Advice

Client Number: 0283863  
Bill Number: 1324138  
Project Number:

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

Date:  
Cheque Number:

Cheque Value:

