

Chelmondiston Parish Council

www.chelmondiston.suffolk.gov.uk

Chairman: Cllr David Cordle, 'Trelowena', Hill Farm, Chelmondiston, Ipswich IP9 1JU

Mrs Frances Sewell – Clerk to *Chelmondiston Parish Council*
Houseboat Pandora, Pin Mill, Chelmondiston, Ipswich IP9 1JW
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BDO LLP
Arcadia House
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5th August 2016

Your ref: MBT/EP/2016/F6/CHEL07/FINAL Council Audits [Louise Caplen]
Client No: 0283402

Please find enclosed:

- Date Selection Form: for 2016/17 audit

The final Annual Return including your certificate was approved, accepted and minuted at the Parish Council meeting held on 2nd August 2016.

The Issues Arising Report was also presented. No action is required.

The complete Annual Return and the Notice of Conclusion of Audit for 2015-16 has been posted on the website. Copies of the latter are also on the notice boards.

- Payment of Invoice No: 1527560 **£240.00** [Chq No: 001835]
A cheque has been posted to the Central Finance Team, 2 City Place, Beehive Ring Road, Gatwick, West Sussex RH6 0PA

Yours sincerely

Mrs Frances Sewell

Please address all correspondence to the Parish Clerk