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PO7 6JT

12 September 2016

our ref: 2016/H4/TICH01/FINAL

Dial: 023 8088 1737
Email: councilaudits@bdo.co.uk

Dear Mr Gibbs

Titchborne Parish Council - Audit for the year ended 31 March 2016

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 2016/17
- Contact details
- Survey 2015/16
- Annual Return

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the Annual Return including our certificate has been approved and accepted by the smaller authority. The issues arising report should also be presented to the smaller authority and an action plan produced, if required, to indicate how the issues raised will be addressed. The annual return including our certificate and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website*) as soon as reasonably possible before the 30 September 2016 and must be made available for public access for a period of not less than five years.

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.

*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.

