

Fee

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by the Audit Commission. Please arrange for this to be paid **at the earliest opportunity**.

Please return the remittance advice with your payment, which should be sent to:

PKF Littlejohn LLP, Ref: Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD

Please include the reference KE0167 or Lower Halstow Parish Council as a reference when paying by BACS

Timetable for 2016/17

Next year, in line with the Accounts and Audit Regulations 2015:

- The Body must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2017, i.e. 3 to 14 July inclusive. In practice this means that public rights may be exercised:
 - o at the earliest, between Monday 5 June and Friday 14 July 2017; and
 - o at the latest, between Monday 3 July and Friday 11 August 2017.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period included in our pack, as in previous years. On submitting your Annual Return and associated documentation, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

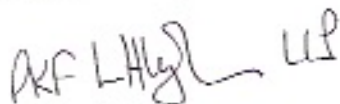
Please note that we will set a submission deadline for the return of the completed Annual Return and associated documents in the usual way and this is planned to be Monday 12 June 2017, i.e. 10 weeks after the year end.

It is anticipated that the instruction letter and associated documentation will be sent out during March 2017 in line with current practice, subject to receipt of the printed Annual Returns from Public Sector Audit Appointments Limited, the successor body to the Audit Commission.

Satisfaction survey

We enclose a satisfaction survey for you to complete and return to us. Please return this to us by 1 December 2016, either by post or via email to sba@pkf-littlejohn.com.

Yours sincerely



PKF Littlejohn LLP