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 SO14 3TL

## INVOICE

**Bardwell Parish Council**  
**Lavender Barn**  
**Bowbeck**  
**Bardwell**  
**BURY ST EDMUNDS**  
**IP31 1BA**

Invoice Number: [REDACTED]  
 Invoice Date: 10-August-2017  
 Tax Point Date: 10-August-2017  
 Client Number: [REDACTED]  
 Project Number:  
 Payment Terms: 14 Days

Review of the annual return for the year ended 31 March 2017  
 Standard fee for income/expenditure band £25,001 - £50,000

£

200.00

SUBTOTAL: 200.00  
 VAT @ 20.00%: 40.00

**TOTAL AMOUNT DUE: £ 240.00**

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

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

BDO LLP, a UK limited liability partnership registered in England and Wales under number OC305127, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. A list of members' names is open to inspection at our registered office, 55 Baker Street, London W1U 7EU. BDO LLP is authorised and regulated by the Financial Conduct Authority to conduct investment business.

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: [REDACTED]  
 Invoice Number: [REDACTED]

Client Name: Bardwell Parish Council  
 Project Number:

### 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





# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

## Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014