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INVOICE

Bardwell Parish Council Lavender Barn Bowbeck Bardwell BURY ST EDMUNDS IP31 1BA Invoice Number: Invoice Date: Tax Point Date: Client Number: Project Number: Payment Terms:

10-August-2017 10-August-2017

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: VAT @ 20.00%:

TOTAL AMOUNT DUE:

200.00

£ 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.

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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:



Client Name:

Bardwell Parish Council

Invoice Number:



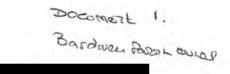
Project Number:

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





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

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 or from www.slcc.co.uk or from 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