



# Grant Thornton



Our ref: JR/BM/BCB/LAR/HRF061

Mr Walker  
Kentchurch Parish Council  
Tryonor  
42 Green Lane  
Kingstone  
Hereford  
HR2 9EX

30 September 2016

Dear Mr Walker

**Grant Thornton UK LLP**  
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**Kentchurch Parish Council**  
**Audit for the year ended 31 March 2016**

Please find enclosed the certified Annual Return for Kentchurch Parish Council for the year ended 31 March 2016.

In accordance with the Audit Commission's scale of audit fees for small bodies there is an audit fee payable of £100.00. There are no additional fees.

You will be invoiced £100.00 plus VAT within the next few days. Please return your payment in line with the remittance advice you will receive with your invoice.

**Satisfaction survey**

Please find enclosed our audit satisfaction survey that Public Sector Audit Appointments has requested we ask you to complete. We would be grateful if you could complete and return the form to us by post to the address above. Alternatively you can complete the survey online or return the form to us by e mail. Instructions are on the survey enclosed.

**Notice of Conclusion of Audit**

A copy of the Notice of Conclusion of Audit is enclosed for completion. Please note that you must publish the information on a free to access website\*

**2016/17 audit**

As you may be aware, the Joint Practitioners' Advisory Group (JPAG), Society of Local Council Clerks, the National Association of Local Councils and the Association of Drainage Authorities has now published the 2016 edition of '*Governance and Accountability for Smaller Authorities in England, A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements, March 2016.*' The 2016 edition applies to Annual Returns in respect of financial years commencing on or after 01 April 2016.

Yours sincerely

Grant Thornton UK LLP

\*Parish Meetings without access to a public website must display the information in a conspicuous place in the area of the authority for at least 14 days.