

From: SBA <SBA@pkf-littlejohn.com>
Sent: 03 August 2017 18:44
To: 'clerk@northmundham.org'; SBA
Subject:RE: North Mundham Parish Council

Dear Mrs Chater

Thank you for your email and attachments. We are unable to revoke our report once we have certified a review closed. However we can confirm that had the information been presented at the time of our review and the correct minute reference stated on Sections 1 and 2 we would not have found it necessary to qualify our report and issue an except for matter.

We are happy for you to display a copy of this email alongside our report when you are displaying the signed completed Annual Return to clarify the situation.

Kind regards

SBA Team

For and on behalf of
PKF Littlejohn LLP

Tel: +44 (0) 20 7516 2200 (Switchboard)
<mailto:sba@pkf-littlejohn.com>

From: clerk@northmundham.org [mailto:clerk@northmundham.org]

Sent: 03 August 2017 13:14

To: SBA <SBA@pkf-littlejohn.com>

Subject: North Mundham Parish Council

Dear Sir or Madam,

Please find attached a copy of the recently received Annual Return and the May minutes relating to the completion of the annual return. Having reviewed the completed form I understand why the auditor stated that the Parish Council had completed section two before section one. However as you will see from the minutes the Council did in fact complete the annual return in the correct order. I apologise for the transposing error and would therefore like to appeal the auditor's report and request that consideration be given to the fact that the correct procedure did in fact take place.

I would be very grateful if you could please advise me on the appeals procedure and the way forward on this matter.

Kind regards,

Mrs Louise Chater MILCM

Clerk to North Mundham Parish Council

Telephone: 01243 203050

www.northmundham.org