

Ms V Bright
Icklingham Parish Council

Our ref SF0215
Your ref SB04619

Email sba@pkf-littlejohn.com

13 June 2023

Dear Ms Bright

Icklingham Parish Council

Certification of the completion of our responsibilities as auditor for the year ended 31 March 2022

We have been unable to complete our review of the Annual Governance & Accountability Return (AGAR) for Icklingham Parish Council for the year ended 31 March 2022. The authority failed to submit the necessary information for our review.

Having exhausted all options open to us to attempt to obtain an AGAR, **we therefore have no option but to certify completion and bring to an end our responsibilities as auditor for the year ended 31 March 2022.** We have taken this decision reluctantly, as once completion is certified, public rights (such as the rights to inspect the accounting records and associated documents and to ask questions or make objections to the auditor) can no longer be exercised.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity.**

Additional charges are itemised on the fee note. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR (i.e. fees for statutory recommendations and/or public interest reports); or we had to send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference SF0215 or Icklingham Parish Council as a reference when paying by BACS.

Additional charges are itemised on the fee note. These arise where either we were required to send the Annual Return back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

Yours sincerely

A handwritten signature in black ink, appearing to read 'PKF Littlejohn LLP', written in a cursive, stylized script.

PKF Littlejohn LLP

Ms V Bright
Icklingham Parish Council

Our ref SF0215
Your ref SB04619
Invoice no: SB20224084

VAT no: GB 440 4982 50

Email sba@pkf-littlejohn.com

30 March 2023

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£0.00
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Additional charges (where applicable)	£280.00
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Additional fees (where applicable)	£0.00
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TOTAL NET	£280.00
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VAT @ 20%	£56.00
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TOTAL PAYABLE	£336.00
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PAYMENT IS DUE ON RECEIPT OF INVOICE

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc Sort Code: 40-02-31

Account number: 11070797

Account Name: PKF Littlejohn LLP

Please include SF0215 or Icklingham Parish Council as the reference.

For account queries, contact sba@pkf-l.com

Ms V Bright
Icklingham Parish Council

Our ref SF0215
Your ref SB04619
Invoice no: SB20224084

VAT no: GB 440 4982 50

Email sba@pkf-littlejohn.com

30 March 2023

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£0.00
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Additional charges (where applicable) as detailed on attached appendix A	£280.00
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Additional fees (where applicable) as detailed on attached appendix B	£0.00
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TOTAL NET	£280.00
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VAT @ 20%	£56.00
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TOTAL PAYABLE	£336.00
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PAYMENT IS DUE ON RECEIPT OF INVOICE

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For account queries, contact sba@pkf-l.com

Tel: +44 (0)20 7516 2200 • www.pkf-l.com

PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

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