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HP4 3HD

06 August 2015

our ref: 2015/F4/BERK01/FINAL

Dial: 023 8088 1700

Email: councilaudits@bdo.co.uk

Dear Mrs Jones

**Berkhamsted Town Council - Audit for the year ended 31 March 2015**

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Date selection form for 2015/16
- Contact details
- Survey 2014/15
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the council/body/board, now that our audit opinion has been given, and a minute should be made to show that the annual return has been approved and accepted by the council/body/board. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible and before the 30 September 2015.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

Mrs Emma Prince  
For and on behalf of BDO LLP

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