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Mr G Cox  
Civic Centre  
161 High Street  
BERKHAMSTED  
Hertfordshire  
HP4 3HD

17 September 2013

our ref: 2013/F4/BERK01/FINAL

Dial: 023 8088 1700

Email: councilaudits@bdo.co.uk

Dear Mr Cox

**Berkhamsted Town Council - Audit for the year ended 31 March 2013**

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 2013/14
- Contact details
- Survey 2012/13
- 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 2013.

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

Yours sincerely

Paul Bricknell  
For and on behalf of BDO LLP

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