

Mr D Redwood  
Three Farthings  
Fifehead Magdalen  
GILLINGHAM  
Dorset  
SP8 5RR

22 July 2015

our ref: 2015/I4/FIFE01/FINAL

Dial: 023 8088 1700

Email: councilaudits@bdo.co.uk

Dear Mr Redwood

**Fifehead Magdalen Parish Meeting - 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

Enc.



# NOTICE OF CONCLUSION OF AUDIT

(AUDIT COMMISSION ACT 1998  
ACCOUNTS AND AUDIT (ENGLAND) REGULATIONS 2011) as transitionally  
saved

## FOR

### Fifehead Magdalen Parish Meeting

NOTICE is hereby given that the audit for the  
year ended 31 March 2015 was completed on

20 July 2015

and the accounts are now available for inspection by local electors  
in accordance with Section 14 of the Audit Commission Act 1998.

The requisite information as defined by Section 13(4) of the Accounts and Audit  
(England) Regulations 2011 is/is not\* displayed alongside this notice

(\* Please delete as necessary)

If the requisite information is not displayed alongside  
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

between the hours of \_\_\_\_\_ and \_\_\_\_\_

Dated: \_\_\_\_\_ 20

Signed: .....

(Responsible Financial Officer)