

xx May 2017

Grant Thornton UK LLP  
Chartered Accountants  
Royal Liver Building  
Liverpool  
L3 1PS

Dear Sirs

**ANNUAL RETURN 2016-17– WITHAM ON THE HILL PARISH COUNCIL**

I refer to the audit of the Council's accounts for 2016-17 and now enclose the 2017 Annual Return duly completed and signed. I also enclose the following items in accordance with your Limited Assurance review documentation (page 16).

Schedule:

- A) Key contacts for the authority
- B) Bank reconciliation as at 31 March 2017
- C) Calculation and explanation of significant variances as per the 2016-17 Annual Return.
- D) Not applicable
- E) Not applicable
- F) Copy of the Notice, Exercise of Public Rights for Accounts for the year ended 31 March 2017 to be erected on Friday 2 June 2017
- G) Not applicable

The responses to Section 1 and the Internal Audit Report of the Annual Return do not include any "No" responses, hence there are no associated explanations to enclose under Schedule G.

The Council has retained copies of all of the enclosed documentation to enable the Exercise of Public Rights associated with this audit to proceed to its conclusion on Friday 14 July 2017.

I hope that the above will enable you to complete the Council's audit for 2016-17 and my members look forward to receiving the audit opinion in due course.

Yours faithfully

Bernard Champness  
Clerk/RFO