

Xx June 2016

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

Dear Sirs

ANNUAL RETURN 2015-16 – WITHAM ON THE HILL PARISH COUNCIL

I refer to the audit of the Council's accounts for 2015-16 and now enclose the following items:

- 1) Annual return duly completed and signed
- 2) A copy of the Notice showing that the date for commencement of the exercise of public rights for the current 2015-16 audit is 6 June 2016
- 3) Bank reconciliation as at 31 March 2016
- 4) Explanation of variances schedule where over 15%

I hope that the above will enable you to complete the Council's audit for 2015-16 and my members look forward to receiving the audit opinion in due course.

Yours faithfully

Bernard Champness
Parish Clerk