

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



179 HIGH STREET, HENLEY IN ARDEN, WARWICKSHIRE, B95 5BA

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30<sup>th</sup> June 2021

Your Reference: **SBA TEAM**

Our Reference: **rme-jpc-agar2021**

PKF Littlejohn LLP

1 Westerly Circus

Canary Wharf

London

E14 4HD

Emailed for expediency - [sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com)

Dear Sirs,

**Beaudesert & Henley in Arden Joint Parish Council**  
**Annual Accounts for the Year Ended 31<sup>st</sup> March 2021**

I refer to your emails instructing procedure for this return and the extensions granted due to Covid 19 restrictions.

I enclose the following with this letter:

- Completed and signed AGAR Part 3 and the Annual Internal Audit Report for the year ended 31<sup>st</sup> March 2021.[6 pages]
- Completed confirmation of dates for the period for the provision of public rights form.
- Bank Reconciliation [1 page]
- Explanation of significant variances [1 page]
- Reconciliation between Section 2, boxes 7 and 8 [I&E Basis] [1 page]
- Completed contact details form [1 page]
- Notice of Date of Commencement of the Period of Public Rights [1 page]

I confirm that the accounts have been prepared on an Income and Expenditure basis.

I trust that I have fully complied with my duties in this matter, but should I have overlooked any issue, please contact me.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Ray Evans'.

Ray Evans  
**Parish Clerk & Proper Officer**