

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



150 HIGH STREET, HENLEY IN ARDEN, WARWICKSHIRE, B95 5BS

clerk@henley-in-arden-pc.gov.uk

3rd June 2023

Your Reference: **SBA TEAM**

Our Reference: **rme-jpc-agar-2023**

PKF Littlejohn LLP

1 Westerly Circus

Canary Wharf

London

E14 4HD

Emailed for expediency - sba@pkf-littlejohn.com

Dear Sirs,

Beautesert & Henley in Arden Joint Parish Council
Annual Accounts for the Year Ended 31st March 2023

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 Sections 1 and 2 of the AGAR Form 3 [2 pages]
- Completed Annual Internal Audit Report (AIAR) [1 page]
- A bank reconciliation in support of Section 2. [1 page]
- The notification of the dates of the period for the exercise of public rights [1 page]
- An explanation of any significant variances year on year in Section 2 [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