

PKF Littlejohn LLP



Accountants &
business advisers

Mrs Tracy Hallet
Brixham Town Council
Town Hall
New Road
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Devon
TQ5 8TA

Our ref: DV0061
SAAA ref: SB01314
Invoice no: SB20201883
VAT no: GB 440 4982 50

Email: sba@pkf-littlejohn.com

18 October 2020

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2020	£1,000.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,000.00
VAT @ 20%	£200.00
TOTAL PAYABLE	£1,200.00

PAYMENT IS DUE ON RECEIPT OF INVOICE

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf,
London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc Sort Code: 40-02-31

Account number: 11070797

Account Name: PKF Littlejohn LLP

Please include DV0061 or Brixham Town Council as the reference.

For account queries, contact creditcontrol@pkf-littlejohn.com.

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Brixham Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
1. The audit of accounts for Brixham Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Brixham Town Council on application to:	
(a) <u>Mrs Tracy Hallett</u> <u>Town Clerk</u> <u>Brixham Town Hall</u> <u>New Rd, Brixham TQ5 8TA</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>9am - 3pm</u> <u>Monday - Friday.</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Mrs Tracy Hallett, Town Clerk</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>23rd October 2020.</u>	(e) Insert the date of placing of the notice