Moore East Midlands

Oakley House  
Headway Business Park  
3 Saxon Way West

Corby, NN18 9EZ

T 01536 461900

Moore East Midlands

Rutland House

Minerva Business Park

Lynch Wood

Peterborough, PE2 6PZ

T 01733 397300

**www.moore.co.uk**

Our ref: 979/770084

24 November 2020

Mrs C Dunk

Checkendon Parish Council

Darent

Beech Lane

Woodcote

Oxfordshire

RG8 0PX

Dear Mrs Dunk

**Annual Governance and Accountability Return for the Year ended 31 March 2020**

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2020.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities’ Audit Appointments Ltd.

**Authorities who have not claimed exemption**

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority’s website):

1. The Statement of Accounts and Annual Governance Statement
2. The auditor’s certificate and opinion
3. Any public interest report or other recommendation of the auditor.
4. A form of Notice of Conclusion of Annual Audit

A Notice of Conclusion of Audit form is available, if required, on our website using the link here <http://bit.ly/SmallerAuthorities> .

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

A picture containing drawing

Description automatically generated

**Carolyn Rossiter**

**carolyn.rossiter@moore.co.uk**

Enc.