

Dear Mrs Forster,

**Friston Parish Council - Annual Review for the year ended 31 March 2016
Outstanding Review Points**

I am writing in regards to the annual review of Friston Parish Council for the year ended 31 March 2016. Please find below a list of outstanding points which I require your assistance with, to complete the annual review.

| What is the point outstanding? | What is required to resolve the matter? | Why is this required? |
|---|--|--|
| Other receipts, staff costs, other payments and fixed assets have increased significantly, an explanation for which was provided, however there was insufficient information for us to draw a conclusion. | Please provide the amounts involved in relation to the variations you describe, so that we can quantify the movements. Because the increase in staff costs is material we also need a scanned copy of the signed minute(s) approving the increased costs. | We are required to understand why there has been an increase or decrease in the accounting statements. |

We only charge additional fees if, the annual return is completed incorrectly, information requested is not provided or additional work is required.

No additional fees have been incurred as a result of the outstanding review points.

I would be most grateful if you could respond to this e-mail by 03/08/2016. It is not a problem if you are not able to respond by this date, however if you cannot you do need to contact me or a member of the team to arrange a more convenient time. Unfortunately following up those who have not responded to our outstanding points takes time and a cost may be incurred as a result.

Yours sincerely

Emma Walker

Local council team
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