

Mrs J Saxton  
c/o Town Hall  
WOODSTOCK  
Oxfordshire  
OX20 1SL

18 September 2017  
our ref: 2017/H8/WOOD57/FINAL  
Dial: 023 8088 1737  
Email: councilaudits@bdo.co.uk



Dear Mrs Saxton

**Woodstock Town Council - Audit for the year ended 31 March 2017**

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Issues arising from the audit
- Contact details
- Annual Return

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the Annual Return including our certificate has been approved and accepted by the smaller authority. The issues arising report enclosed, details the action to be taken, if any. The annual return including our certificate and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website\*) as soon as reasonably possible before the 30 September 2017 and must be made available for public access for a period of not less than five years.

BDO LLP are not your appointed auditor for the year ended 31 March 2018 onwards. Smaller Authorities' Audit Appointments ([localaudits.co.uk](http://localaudits.co.uk)) will be able to advise who your new auditor is, if you have not yet been notified. We thank you for all your assistance over the years we have worked with you and wish you a smooth transition to your new auditor.

Yours sincerely



For and on behalf of BDO LLP

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\*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.

