

Toppesfield Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

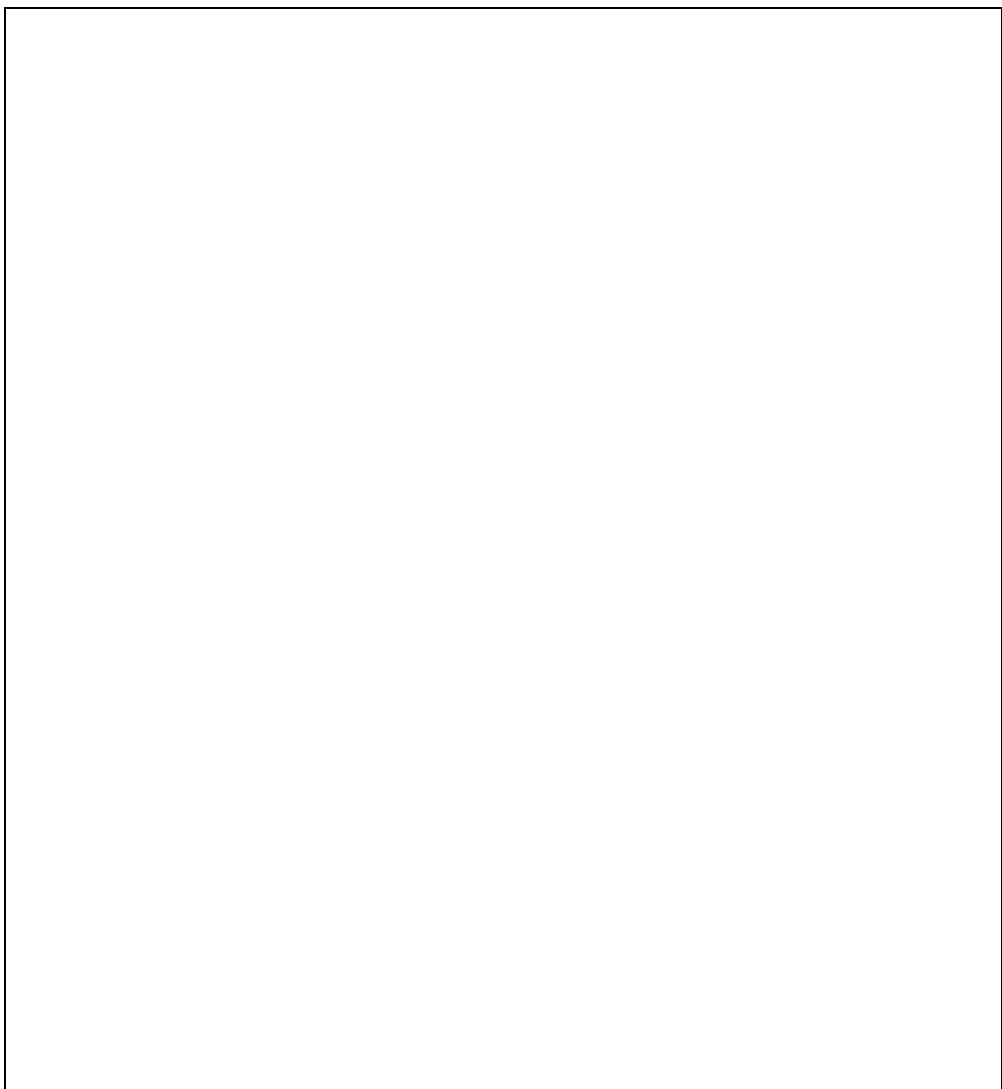
Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Toppesfield Parish Council** for the year ended 31 March 2025 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Toppesfield Parish Council** on application to:
 - (a) Kaaren Berry, Parish Clerk, Toppesfield Village Hall, Church Lane, Toppesfield, Essex, CO9 4DR Telephone no: 07341264219 or Email: clerk.toppesfieldparishcouncil@gmail.com
 - (b) Tuesdays from 9.00 am to 2pm
3. Copies will be provided to any local government elector of the area on payment of £0.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by: *Kaaren Berry - Parish Clerk*

Date of announcement: 30th September 2025



Mrs Kaaren Berry
Toppesfield Parish Council
2 Gunces Farm Cottages
Stambourne Road
Great Yeldham
Essex
CO9 4RB

Our ref EX0258
SAAA Ref SB08678
Invoice No. SB20251842
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 15 September 2025

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£210.00
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	£210.00
VAT @ 20%	£42.00
TOTAL PAYABLE	£252.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**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
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include EX0258 or Toppesfield Parish Council as the reference.**

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
pkf-l.com

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REMITTANCE ADVICE

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