

TO BE SUBMITTED TO BDO LLP WITH THE ANNUAL RETURN AND SUPPORTING INFORMATION

NAME OF SMALLER AUTHORITY:	SEAHAM TOWN COUNCIL
DATE INSPECTION PERIOD COMMENCED:	15th JUNE 2017

Please note this information must be provided to the auditor in accordance with the Accounts and Audit Regulations 2015. If this is not confirmed we may charge an additional fee in obtaining the information.

IMPORTANT TIPS

DOs

- The inspection period must be for a period of 30 (thirty) working days.
- It must include the first 10 working days of July.
- The earliest the inspection period can commence is Monday 5 June
- The latest the inspection period can commence is Monday 3 July
- The inspection period must start the day after the notice, approved section 1 and approved section 2 are published on your website (parish meetings must publish it somewhere conspicuous).

DONTs

- The inspection period should not be commencing before the annual governance statement and accounting statements are approved
- The inspection period should not be commencing on a date on or after 4 July

SEAHAM TOWN COUNCIL

PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2017

Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)

Seaham Town Council's annual return needs to be reviewed by an external auditor appointed by Public Sector Audit Appointments Limited. Any person interested has the right to inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers and receipts and other documents relating to those records or documents.

These documents for **Seaham Town Council** are to be made available on reasonable notice by application between the hours of **10am and 4pm** on working days (excluding public holidays).

Commencing on 15th June, 2017

Ending on 26th July, 2017

If you wish to view them then please contact the named smaller authority representative:

Name	Judith Knight
Position	Finance Officer
Address	Seaham Town Council Town Hall Stockton Road Seaham Co Durham SR7 0HP
Phone No	0191 5818034

Local electors and their representatives have rights to question the auditor about the accounts and object to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The auditor can be contacted at the address below for this purpose during the inspection period which commences on **15th June, 2017** and ends on **26th July, 2017**.

The smaller authority's annual return is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice.

The appointed auditor of **Seaham Town Council** is: Louise Caplen

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Telephone: 023 8088 1941