

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

NAME OF SMALLER AUTHORITY:	Sixpenny Handley & Pentridge Parish Council
DATE INSPECTION PERIOD COMMENCED:	Monday 3 <sup>rd</sup> July 2023
DATE INSPECTION PERIOD ENDS:	Friday 11 <sup>th</sup> August 2023

Please note this information must be provided to the auditor in accordance with the Accounts and Audit Regulations 2015.

**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 (3 - 14 July 2023).
- The earliest the inspection period can commence is Monday 5 June ending on Friday 14 July 2023
- The latest the inspection period can commence is Monday 3 July ending on Friday 11 August 2023
- The inspection period must start the day at least the day after the notice, approved section 1 and approved section 2 are published on your website (parish meetings must publish it somewhere conspicuous).

**DON'Ts**

- 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 2023

Dates ranges are available on the extranet under Help Documents.