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

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| NAME OF SMALLER AUTHORITY: | Ecchinswell, Sydmonton & Bishops Green Parish Council |
| DATE INSPECTION PERIOD COMMENCED: | 23rd June |
| DATE INSPECTION PERIOD ENDS: | 3rd August |

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).

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 2023

Dates ranges are available on the extranet under Help Documents.