

7 The Old Coffee Mills, Springfield Street,
MARKET HARBOROUGH,
Leics. LE16 8BL

☎01858 419747

Email: ianarnott@home.gb.com

9 May 2016

Justina Medwell
Middleton Parish Council
Middleton House
MIDDLETON
LE16 8YU

Dear Justina,

Annual Internal Audit – Year End 2016

Further to my visit the other day I write to confirm that I have completed the annual review of the Council's books and found all matters to be in order with the records well maintained thereby providing a robust audit trail.

My invoice is attached herewith.

Yours sincerely

Email sent 9 May 2016

I H Arnott

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