

Approving the Annual Return

The Responsible Financial Officer is required to certify Section 3 ('Council approval and certification following the audit'), in accordance with Regulation 8B of the Regulations. The Council must then formally approve the Annual Return and the Chair of the meeting at which this is done should sign and date Section 3, in accordance with Regulation 9 of the Regulations. The minute reference should also be inserted.

Once the Annual Return has been approved, it should be sent back to us at the address below, as soon as possible (please send back the original approved document, not a copy). We will then complete the external Audit Certificate in Section 3 and send the Annual Return back to you for publishing – which you are required to do before 30 September 2014.

Yours sincerely

Mazars LLP

Mazars LLP
Appointed Auditors