

# COVERING SHEET FOR CLAIM OR RETURN CERTIFIED BY APPOINTED AUDITOR

The enclosed document

MPF720A

(form number or if unnumbered, type of claim or return)

for the project / financial year ended 31 March

2017

(year)

has been certified on the request of

SURREY HEATH BOROUGH COUNCIL (the authority)

by an auditor appointed by Public Sector Audit Appointments in accordance with the transitional arrangements (section 28(1) of the Audit Commission Act 1998) and the Statement of Responsibilities of grant-paying bodies, authorities, Public Sector Audit Appointments & appointed auditors in relation to claims and returns, using CI

BEN-01

(CI number)

For the purposes of certification, this covering sheet (CF2), printed on the appointed auditor's letter headed paper, confirms that:

- the enclosed document and any qualification letter have not been returned to the authority after certification and have been sent direct to you by the appointed auditor; and
- the appointed auditor has sent the authority a copy of the enclosed certified document, and any qualification letter in respect of it.

Queries should normally be addressed to the authority because the claim or return read with any appointed auditor's qualification letter that is attached should enable you to resolve outstanding issues. If exceptionally it is essential to address a query to the appointed auditor, the query should be addressed to PSAA via [hbcoun@psaa.co.uk](mailto:hbcoun@psaa.co.uk).

Please note: (appointed auditor to indicate by a tick if the option(s) applies)

☐

the document replaces or amends the original and incorporates amendments made by the authority with appointed auditor agreement

☐

a qualification is attached.

Appointed auditor

KPMG LLP

(signature)

Date

23/11/17

CF2 ref

KPMG-SHBC-BEN01

CF2 (1-16 PSAA)

(To be printed on appointed auditor's letter headed paper i.e. an original print of the appointed auditor's corporate design; neither photocopies nor copies reproduced from a master are acceptable)