

Colchester and Ipswich Joint Museums Committee
NOTICE OF APPOINTMENT OF DATE FOR THE
EXERCISE OF ELECTORS' RIGHTS
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

Audit Commission Act 1998, sections 15 and 16
The Accounts and Audit Regulations 2003 (SI 2003/533) as amended

NOTICE	NOTES
<p>1. Date of announcement <u>7 November 2011</u> (a)</p> <p>2. Each year the annual return is audited by an external auditor appointed by the Audit Commission. Any person interested has the right to inspect and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to the accounting statements. For the year ended 31 March 2011 these documents will be available on reasonable notice on application to:</p> <p>(b) Steve Heath Finance Manager Rowan House, 33 Sheepen Road, Colchester CO3 3WG</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">e-mail financial.accounting@colchester.gov.uk</p> <p style="text-align: center;">_____</p> <p>between the hours of (c) <u>9.00 am</u> and (c) <u>5.00 pm</u> on</p> <p>(d) <u>Monday</u> to (d) <u>Friday</u></p> <p>commencing on (e) <u>21 November 2011</u></p> <p>and ending on (f) <u>16 December 2011</u></p> <p>3. Local electors and their representatives also have rights to:</p> <ul style="list-style-type: none"> • question the auditor about the accounts; and • object to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the council or meeting <p>The auditor can be contacted at the address in paragraph 4 below for this purpose on (g) 19 December 2011 and until the audit has been completed</p> <p>4. The audit is being conducted under the provisions of the Audit Commission Act 1998, the Accounts and Audit Regulations 2003 (as amended) and the Audit Commission's Code of Audit Practice. Your audit is being carried out by:</p> <p style="padding-left: 40px;">Audit Commission, 2nd Floor, Aspinall House Aspinall Close, Middlebrook, Bolton BL6 6QQ</p> <p>5. This announcement is made by (h) Steve Heath Financial Manager</p>	<p>(a) Insert date of placing of the notice which must be not less than 14 days before the date in (e) below</p> <p>(b) Insert name, position and address of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert the times between which any person may apply to inspect the accounts. <i>NB Indicate if there is a lunchtime closure</i></p> <p>(d) Insert working days of the week any person may apply to inspect the accounts – usually Monday to Friday allowing for any days the office is usually closed</p> <p>(e) Insert date at least 21 working days before the date appointed for audit in (g) below</p> <p>(f) The inspection period between (e) and (f) must be 20 working days and (f) must be at least one day before the date appointed for audit in (g) below.</p> <p>(g) The date appointed by the auditor (Calling date)</p> <p>(h) Insert name and position of person placing the notice</p>