



To: Parish/Town Council Representatives

Finance
Mrs B M Burchell
Tel no: 01653 600666 ext 389
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E-mail: mandy.burchell@ryedale.gov.uk

20 November 2013

Dear Sir/Madam

Precept for the Financial Year 2014 / 2015

I would be grateful if you could notify me of your Parish/Town Council's precept requirements for the financial year 2014/2015 by completing the enclosed parish precept form and returning it to me by NO LATER THAN **Monday 13th January 2014**.

If no precept is required please submit a 'nil' return.

Payment of the precept will be made in two instalments, the first by the 30th April 2014 and the second by the 30th September 2014.

If you think you may have difficulty meeting the return date please do not hesitate to contact me.

Yours faithfully,

P C Johnson
Finance Manager