

From: phil.sanders@sky.com
Sent: 19 April 2021 11:13
To: Parish Clerk
Subject: Fw: INTERNAL AUDIT 20/21

----- Forwarded message -----

From: phil.sanders@sky.com <phil.sanders@sky.com>
To: clerk.clottonhoofieldpc@gmail.com <clerk.clottonhoofieldpc@gmail.com>
Sent: Monday, 19 April 2021, 11:06:41 BST
Subject: INTERNAL AUDIT 20/21

Hi Trudy.

Very neat and tidy and well presented. Thank you - makes my life so much easier.

Points to note:-

1. Clerks Expenses - please attach Receipts/Invoices to Claim Forms. Please also be mindful of VAT reclaims.
2. November 2020 Minutes were not in the Binder or on the Web Site.
3. The Authorised Payment for the Clerk's Salary is for an incorrect amount during Q4. Minutes show £431.32, but slightly higher amounts were paid after Review.
4. Please amend 20/21 AGAR on p3 as noted. Revised figure ties in with Total Income shown on p6.

Thank you.

PHIL SANDERS