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Mr. J Martin
Clerk to Blaisdon PCC.
Whitecliff House
Newland Street
Coleford
Gloucestershire
GL16 8NB

26.06.2023

Blaisdon Parish Council – Invoice

Dear Mr. Martin,

Please see below for the complete invoice for services carried out as part of this year's Internal Audit.

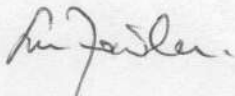
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|---|---------------|
| ● Internal Audit of Parish Accounts: | £60.00 |
| <i>Total 4 hrs charged at £15 p/hr</i> | |
| i. Examination of Council's finance books including Cash Ledger, Income Receipts, Expenditure Invoices, Monthly Finance Sheets and Bank Statements. | |
| ii. Endorsement of Invoices and Receipts | |
| iii. Compilation of end of year report for 2022/2023. | |
| iv. Completion and Submission of Annual Governance Audit Return (AGAR). | |
| v. Examination of Operation of Risk Assessment Procedures | |
| vi. Study of Minutes of Monthly Parish Council Meetings | |
| vii. Examination of the Banking Reconciliation Statements | |
| viii. Examination of End of Year Balance Sheet | |

Total: **£60.00**

Payments accepted via BACS bank transfer or by cheque. Bank Details: Name: Mrs S M Fowler A/C: 45177983
Sort: 07-44-56. Please make all cheques payable to Mrs S M Fowler.

Thank you for your business and should you have any questions or concerns please do not hesitate to contact me and I'll be happy to help.

Yours Sincerely,



Mrs. Shirley Fowler