
Dixon Accountancy
&
Taxation Services

Your ref:-
Our ref:-DD/DD/A002

8 May 2018

Mrs M Sharratt
Clerk to Aslockton Parish Council
The Cottage
Chapel Street
Orston
NOTTINGHAM
NG13 9NL

Dear Mrs Sharratt

Please find enclosed the completed Annual Return for the year ended 31 March 2018 for the above Parish Council along with a note of my charges for the internal examination of the accounts.

With regards to the reporting of variations over 15% and more than £250 I would confirm that these are as noted on the attached schedule.

The comment on Petty Cash of 'Not Covered' is because the Council does not operate a Petty Cash system.

Please ensure that all sheets of the Minutes are initialled as some are being missed when these are two-sided.

Could I also ask that Agendas are retained for the with the Minutes to confirm the Meeting were conducted according to those Agendas.

Would you please confirm that all electronic files relating to this Council are taken on a regular basis and held in a secure place.

YOURS SINCERELY



D A Dixon

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