

# John Edwards

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28 Broadlake Willaston Neston CH64 2XB | 0151 5133706 | local\_accounting@yahoo.co.uk

**July 3, 2021**

Mark Bailey  
4B Lawton Street  
Biddulph  
Stoke on Trent  
ST8 6EQ

**Dear Mark:**

I have completed the internal audit of Cholmondeston and Wettenhall parish council and completed page 4 of the AGAR form.

The accounts were fine and well presented but there are two small matters I should draw to your attention;

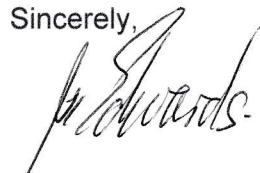
In your payment of salary on 25<sup>th</sup> November 2020 you transposed two figures and paid £254.92 instead of £245.92.

The council paid £166.25 VAT in the year which is recoverable from HMRC.

Both items can be rectified in the current year

I enclose an invoice and a formal completion letter for the Council

Sincerely,



**John Edwards**

# Invoice

**Experior Systems Accounts**

28 Broadlake  
Willaston  
Neston  
CH64 2XB  
Phone 07951061874  
local\_accounting@yahoo.co.uk

Date: 03/07/2021  
Invoice No.: 10000  
Due Date: 02/08/2021

**Bill To:**

Cholmoneston & Wettenhall  
PC  
C/O St Davids Church  
Long Lane  
Chapel Green  
Wettenhall  
Cheshire  
CW7 4DN

| Hrs | Description                                      | Unit Price | TAX % | VAT    | Total   |
|-----|--|------------|-------|--------|---------|
| 7   | Internal Audit for the year ended 3st March 2021 | £25.00     | 20%   | £35.00 | £175.00 |

Subtotal £175.00  
VAT(20%) £35.00  
**Total £210.00**  
**Balance Due £210.00**

Please contact us for more information about payment options.

Thank you for your business.