

Peter Holpin
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WR10 2LQ

11 August 2020

To: Naunton Beauchamp Parish Council

Internal Audit of the Council's Books 2019/2020

I have completed the internal audit for the year 2018/19 and I am pleased to note that the accounts are in good order. May I take this opportunity to thank the Clerk for keeping such orderly records, which greatly assists this process.

There is one issue to note that I have reported to the new Clerk:

- The VAT refund of £752.86 claimed in the year has not been able to be substantiated with supporting documentation, so I have had to state this on the audit report.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P. M. Holpin', with a stylized flourish at the end.

Peter Holpin