

Mrs D Plant  
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12 August 2019

Dear Mrs Plant

**Audit of accounts for the year ended 31 March 2019**

Thank you for sending me the annual return and supporting documents by the statutory deadline. We have almost completed our review but have identified the following issue, which you have agreed to correct:

- Box 6 of Section 2 has been understated by £879. Please amend the box to read £50,979.
- Box 7 should equal the balance carried forward plus all receipts and minus all payments. Please amend the box to read £37,575.
- Unpresented cheques should be accounted for in the “Total value of cash and short term investments”, entered in box 8 in Section 2 for the year ending March 2019. This is because the payment has been made by you, but hasn’t yet appeared on the bank statements. To account for this, please amend Box 8 to read £37,557.

Please could you correct the attached documents, initial the changes, and return it to me by 26.08.2019. Please do not use correcting fluid. **The AGAR does not require re-approval at an authority meeting.**

Our guidance document sent to you in March 2019 gives notice that, if it is necessary for us to send the AGAR back because it is incomplete or contains errors, SAAA require us to make an additional charge of £40 + VAT. This will be shown separately in the fee note we send to you at the conclusion of the audit.

Feel free to contact me on my direct line 0191 383 6334 if you have any queries.

Thank you for your co-operation.

Yours sincerely



Laura McCann  
Mazars LLP

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