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Patrick Dawson
High Pines
Midford
BATH

23 April 2024

Dear Patrick

I am writing on behalf of Priston Parish Council to thank you for agreeing to audit our financial accounts, and to engage you for the financial year 1 April 2023 to 31 March 2024.

The Council requires that you follow the guidance provided by the Joint Panel on Accountability and Governance in conducting an independent audit of all the transactions carried out by the Council's Responsible Officer, who will provide access to all financial records. Following this please complete page 4 of the Annual Governance and Accountability Return 2023/24 Part 2.

As a token of our gratitude for this service, a small remuneration of £50 is claimable on completion.

Thank you again,

Yours sincerely,

Jocelyn Nichols

Clerk and RFO, Priston Parish Council