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30 April 2024

The Trustees
Knockin Assembly Rooms

Ladies and Gentlemen

I have examined the records of Knockin Assembly Rooms for the year ending 31st March 2024 and would make the following observations.

From the records supplied to me the financial accounts are in order and I have signed them off as such.

In order to give you a fuller picture of the accounts, the Charity Commission Annual Return for 2023 was completed but a full return was not required to be sent to the Commissioners.

A Bank reconciliation is regularly produced on a monthly basis and again this should be checked by yourselves.

An expenditure budget of £12821 was discussed and agreed and a copy is held in the file.

The year-end bank statement agrees to the receipts and payments account.

I would like to thank Penny O'Hagen for stepping into cover as locum when the previous clerk resigned, and also to thank the new clerk for the way she has prepared the accounts. There is a clear audit trail, and there do not appear to be any items which should cause concern for the Trustees.

Whilst this letter is addressed to the Trustees of the Assembly Rooms, as the Parish Council is the sole Trustee, I am sending it to you for your records.

Yours faithfully



Bernard Townson
Examiner.