

Millbrook Payroll Bureau

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2nd July 2026

To whom it may concern,

Audit of Palterton Village Hall Accounts For The Year 01/01/2024 – 31/12/2024

Purpose

The purpose of the audit is to provide an independent assessment of the Financial Statement.

Methodology

To check a selection of supporting documents against bank statements and an Excel spreadsheet to verify correct accounting. To check spreadsheet totals have been carried forward accurately onto the Financial Statement.

Findings

- Income has been accounted for appropriately and supporting documents retained.
- Purchase invoices paid in a timely manner and accounted for correctly in Excel.
- Year End totals have been correctly carried forward and the Financial Statement balances. The bank figure agrees with the closing bank statement.

Summary

I confirm that the Financial Statement fairly represents the financial position of Palterton Village Hall.

Elaine Hollingworth-Clarke