

ALAN J. HARLAND FCA
Accounting and Advisory Services

Mr M Balbini
Clerk to Shinfield Parish Council
Shinfield Parish Hall
School Green
Shinfield
Berkshire
RG2 9EH

22nd July 2021

Dear Mike

Fees

Following our meeting yesterday to discuss the scope of my involvement for 2021/22, I am happy to continue providing support on an 'as required' basis for financial planning, Omega accounting issues, VAT advice and completion of the annual accounts. As we discussed, this will be my final year providing services to the Council. Specific areas where my support may be required were identified as:

- If the Council proceeds purchases the Rialtas fixed assets module (which, in my view is essential for managing the Council's expanding asset base), providing guidance on assets to be included and procedures for managing the ledger.
- Considering the prospective impact of VAT partial exemption on the capital and annual revenue expenditure to be incurred on the planned new facilities at High Copse and The Manor, as well as developments at Millworth Recreation Ground.

We agreed that since Jane will be undertaking completion of the annual accounts for 2022/23 (ie because my accounting role will cease to exist), for 2021/22 Jane will prepare the accounts and AGAR paperwork using the spreadsheets that I have been using. My role will be essentially training, supervisory and review of Jane's accounts before submission to Claire Connell. I will need a session with Jane towards the year end to set up the procedures.

My fee rate will remain at [REDACTED]

Yours sincerely



Alan Harland