



Mrs Joanne Storey  
Potto Parish Council  
34 The Birches  
Coulby Newham  
Middlesborough  
TS8 0UA

**Our ref** NY0451  
**SAAA Ref** SB06795  
**Invoice No.** SB20233232  
**VAT No.** GB 440 4982 50  
**Email:** sba@pkf-l.com  
**Date:** 31 May 2024

## INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	£210.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£10,454.75
<b>TOTAL NET</b>	<b>£10,664.75</b>
VAT @ 20%	£2,132.95
<b>TOTAL PAYABLE</b>	<b>£12,797.70</b>

### THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:  
PKF Littlejohn LLP, Credit Control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

**For payments by credit transfer, our bank details are:-**

**HSBC Bank plc**  
**Address: 1-3 Bishopsgate, London, EC2N 3AQ**  
**Sort Code: 40-02-31**  
**Account number: 11070797**  
**Account Name: PKF Littlejohn LLP**  
**Please include NY0451 or Potto Parish Council as the reference.**

**For account queries, contact [sba@pkf-l.com](mailto:sba@pkf-l.com)**

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