

Our Ref. Three month financial audit reminder
Your Ref. **CF number**
Contact **Your name**
Email **directpayments@aberdeencity.gov.uk**
Direct Dial **your direct dial**



ABERDEEN
CITY COUNCIL

03 May 2017

Name
or
Legal Representative name and
address

Services Accounting
Corporate Governance
Aberdeen City Council
1st Floor West
Business Hub 7
Marischal College
Broad Street
Aberdeen
AB10 1AB

Dear **Name or Legal Representative**

Three Month Financial Audit Reminder letter

I am writing to remind you that the audit relating to **Supported Person's name** is due for submission to this office by the **date**.

This audit will cover the following period:

- **From – To**

Please ignore this letter if you have already provided the audit for the period mentioned above.

The following paperwork, where applicable, relating to this period is required to complete the audit:

- Completed monitoring statement
- All bank statements
- All invoices
- All receipts

Where a personal assistant is employed directly by you:

- All payslips
- All HMRC documentation
- All time sheets
- All receipts
- All employers insurance documents

Please send this paperwork by **insert date**.



Aberdeen City Health & Social Care Partnership
A caring partnership

If you have any difficulty with the monitoring statement or accompanying paperwork please contact your practitioner as a matter of urgency so we can provide assistance.

If you do not have an allocated worker, please contact the team you are allocated to.

Yours Sincerely,

Your name
Finance Support Assistant