



Emily McAlister &lt;emilym@pensionpractitioner.com&gt;

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## John Dingle Project Planning Ltd Retirement Benefits Scheme - Tax Return Data Request

5 messages

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Emily McAlister <emilym@pensionpractitioner.com>

26 May 2021 at 12:35

To: patricia.lancaster1@outlook.com

Dear Trustees,

Can you please provide me with the following information so we can prepare and submit your scheme tax return:

1. Detailed transaction history on the pension scheme bank account
2. Asset values as at 05 April 2021, i.e. investments, property, shares, loans
3. Details of any assets purchased or disposed of during the period

Any other information you feel may be beneficial and also if possible a brief email outlining any movements within the scheme during the period and any other documentation, statements or other attachments that you feel would be relevant.

I look forward to hearing from you.

Thank you.

Kind Regards

Emily McAlister  
Administrator*Please note our new administration and post processing centre:*

Pension Practitioner  
Office 12  
Venture Wales Building  
Pentrebach  
Merthyr Tydfil  
CF48 4DR

T: 0800 634 4862  
F: 020 8711 2522

Pension Practitioner is a tradestyle of The Practitioners Partnership LP  
Registered Number: 00159  
Registered Office: 1st Floor, World Trade Centre, Baytree Road, Gibraltar GX11 1AA

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Elaine Emmerton <elaine@metrayfinancials.co.uk>

27 May 2021 at 13:35

To: "emilym@pensionpractitioner.com" &lt;emilym@pensionpractitioner.com&gt;

Cc: John Dingle &lt;john.dingle@icloud.com&gt;, Patricia Lancaster &lt;patricia.lancaster1@outlook.com&gt;

Dear Emily,

Per the Trustee's request below, and for item 1 in your list, we attach two spreadsheets and give comments below.

The bank spreadsheet shows all transactions on the bank account for the year 01/04/20 to 31/03/21 , and has had added to it two pension drawdowns on 4/4/2021.

- a. The spreadsheet provides an indication of the nature of each transaction.
- b. You may wish to check whether/if entries between 01/04/20 and 05/04/20 have been dealt with in your previous tax year's calculations, to avoid possible duplication.
- c. If there are transactions for which you need documentary evidence, please get back to us.
- d. Movement of funds out of and into the bank account should be clear enough on the spreadsheet but, if you have any questions, the Trustees or ourselves will be willing to help with explanations.
- e. Refer to Note 1 on the spreadsheet which flags that £50 of the money held does not belong to the retirement fund.

The VAT spreadsheet shows details of the figures used in the VAT returns for 15 months (most of which resulted in refunds by HMRC in the quarter following the submission of each return – one return however was a nil return.)

- i. The reason for giving you this is that the figures support the observation in Note 1 on the spreadsheet, i.e. the fund holds £50 of money that is earmarked for HMRC (who in error overpaid a VAT refund and had not by 4/4/21 recovered their money.)

Best regards,

Ross

**Ross Emmerton**

METRAY Limited – Consulting, Bookkeeping & Financials

[19 Desford Way | Ashford | Surrey TW15 3AR](#)

M: 07486 524171



MEMBER OF SAGE ACCOUNTANTS' CLUB

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**From:** Patricia Lancaster <patricia.lancaster1@outlook.com>  
**Sent:** 26 May 2021 22:58  
**To:** Elaine Emmerton <elaine@metrayfinancials.co.uk>  
**Cc:** John Dingle <john.dingle@icloud.com>  
**Subject:** Fwd: John Dingle Project Planning Ltd Retirement Benefits Scheme - Tax Return Data Request

Hi Elaine,

I hope all is well with you, Ross and your growing family. How is Ross' mother?

Could you please assist by providing Emily with the information she is requesting in the email below. I usually just obtain the investment asset values but if there is anything else you need from me please advise.

Best wishes,

Patricia

Sent from my iPhone

Begin forwarded message:

**From:** Emily McAlister <emilym@pensionpractitioner.com>  
**Date:** 26 May 2021 at 11:35:46 BST  
**To:** Patricia.lancaster1@outlook.com  
**Subject:** John Dingle Project Planning Ltd Retirement Benefits Scheme - Tax Return Data Request

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## 2 attachments



**Pens Administrator JDRetirement Bank 2020Apr-2021Apr.xlsx**  
26K



**Pens Administrator JDRetirement VAT Details 2020Jan-2021Mar.xlsx**  
19K

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**Patricia Lancaster** <patricia.lancaster1@outlook.com> 27 May 2021 at 14:02  
To: Elaine Emmerton <elaine@metrayfinancials.co.uk>  
Cc: "emilym@pensionpractitioner.com" <emilym@pensionpractitioner.com>, John Dingle <john.dingle@icloud.com>

Thank you Ross. I have already obtained the investment calculations in readiness for the end of year tax return, which has been made. Do you have those? If not, no worries, I can look back over my records.

Best wishes,

Patricia

Sent from my iPhone

On 27 May 2021, at 12:35, Elaine Emmerton <elaine@metrayfinancials.co.uk> wrote:

Dear Emily,

Per the Trustee's request below, and for item 1 in your list, we attach two spreadsheets and give comments below.

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Best regards,

Ross

**Ross Emmerton**

METRAY Limited – Consulting, Bookkeeping & Financials

19 Desford Way | Ashford | Surrey TW15 3AR

M: 07486 524171

<image001.png>

<image002.png>

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<Pens Administrator JDRetirement Bank 2020Apr-2021Apr.xlsx>

<Pens Administrator JDRetirement VAT Details 2020Jan-2021Mar.xlsx>

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## 2 attachments

 **image001.png**  
9K

 **image002.png**  
3K

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**Elaine Emmerton** <elaine@metrayfinancials.co.uk>

To: Patricia Lancaster <patricia.lancaster1@outlook.com>

Cc: "emilym@pensionpractitioner.com" <emilym@pensionpractitioner.com>, John Dingle <john.dingle@icloud.com>

27 May 2021 at 14:42

Hi Patricia,

No, we are not aware of investment calculations having been sent us for info. The only thing we can find which may be related is a Dec 2019 invoice from Macbeth (2plan Ltd) for researching & reporting services.

Best regards,

Ross

**Ross Emmerton**

METRAY Limited – Consulting, Bookkeeping & Financials

19 Desford Way | Ashford | Surrey TW15 3AR

M: 07486 524171



MEMBER OF SAGE ACCOUNTANTS' CLUB

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**Emily McAlister** <emilym@pensionpractitioner.com>

27 May 2021 at 16:49

To: Elaine Emmerton <elaine@metrayfinancials.co.uk>

Cc: John Dingle <john.dingle@icloud.com>, Patricia Lancaster <patricia.lancaster1@outlook.com>

Dear Ross,

Thank you for your email and the information you have provided.

Kind regards

Emily

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