



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

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**Prima Services Ltd Pension Plan**

3 messages

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**Emily McAlister** <emilym@pensionpractitioner.com>  
To: Don Clarke <don@dongroup.co.uk>

8 December 2020 at 17:44

Dear Don,

I hope that you are well.

Can you please send me the following information please:

1. Detailed transaction history on the pension scheme bank account
2. Asset values as at 05 April 2020, 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 in the process of us completing your scheme return will be greatly received, 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 in helping us to calculate and complete your pension scheme return as soon as possible.

I look forward to hearing from 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  
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Pension Practitioner is a tradestyle of The Practitioners Partnership LP  
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Registered Office: 1st Floor, World Trade Centre, Baytree Road, Gibraltar GX11 1AA

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**Don Clarke** <don@dongroup.co.uk>  
To: Emily McAlister <emilym@pensionpractitioner.com>

8 December 2020 at 19:10

Hi Emily

Here are the accounts for the Pension for last year

I took a download from the bank current and deposit accounts and analysed each transaction under the column headings shown

I then did a brief analysis on the accounts tab and checked I hadn't missed anything by cross checking against the overall net cash movement

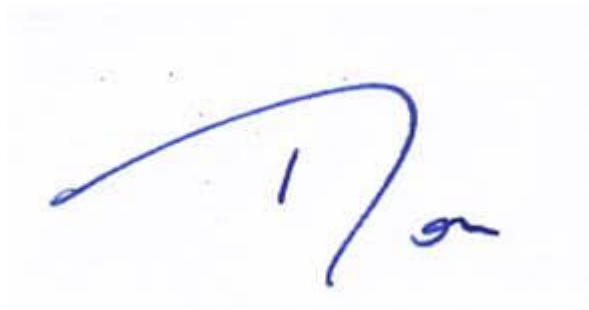
I hope this makes sense – I am not an accountant but it seemed to be logical

Asset values should be the same as last year – we haven't bought or disposed of any capital items and I don't think things have gone up in value during this strange year

If you would like copies of the bank statements let me know and I can download as pdfs

If there is anything else you need please advise and I will provide

Thanks and regards



**DON CLARKE**

**07557 404 727**

**Hill House Cottage**

**Misbrooks Green Road**

**Beare Green**

**Dorking**

**RH5 4QQ**

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**PSLPP Accounts - 010419 to 310320.xlsx**

47K

**Emily McAlister** <emilym@pensionpractitioner.com>  
To: Don Clarke <don@dongroup.co.uk>

9 December 2020 at 11:31

Hi Don,

That's great, thank you for your email and the information provided.

It would be helpful if we had the statements so if it isn't too much trouble, can you send them to me via email please?

Thank you

Emily

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