

The Elected Board Members

Dovecotes TMO
86 Ryefield (The Housing Office)
Dovecotes Estate
Pendeford
Wolverhampton
WV8 1UD

Private & Confidential

HMRC Tax Letter

Dear Board members,

You will recall that, in the report presented to the Board by our auditors, Jerroms GCN, a recommendation was made that Board members should be reminded annually that any cash payments received in connection with their role, including payments for alarm call out duties, conference attendance or similar expense-related reimbursements, may be subject to taxation and may need to be declared to HMRC through a self-assessment tax return.

As a Board member, this forms part of your individual responsibility to act in accordance with the organisation's governance arrangements and constitutional requirements. While Dovecotes TMO can issue this annual reminder in line with audit recommendations and good governance practice, responsibility for establishing whether any payment is taxable, for making any necessary declaration, and for ensuring that any tax due is paid correctly and on time, rests with each individual Board member.

Yours Sincerely

Chief Officer
Dovecotes TMO Ltd.