

LETTER OF REPRESENTATION

Date:

**Head of Democratic Services
East Ayrshire Council
Council Headquarters
London Road
KILMARNOCK
KA3 7BU**



This letter of representation is provided in connection with our application for grant funding dated _____.

As the Office Bearers of the above project we confirm, to the best of our knowledge and belief and having made appropriate enquiries, the following representations:

Accounting Records

All of the transactions undertaken by the group have been properly reflected and recorded in the accounting records made available to you in support of the application. All other records and related information relevant to the application, including management committee minutes, have been made available to you and no such information has been withheld.

Laws and Regulations

We are not aware of any instances of actual or potential breaches of, or non-compliance with, any laws and regulations governing the transactions of the project which may have a material effect on the financial statements.

Subsequent Events

There have been no circumstances or events subsequent to the period covered by the financial statements provided which may have a material effect on the application for funding.

PROJECT NAME:

Signed,

..... (Chairperson) Dated.....

..... (Treasurer) Dated.....

..... (Secretary) Dated.....