

Memorandum

Date: 21 March 2018
To: Parish Treasurers
From: Jane Dumsa, Payroll Officer
Subject: Insurance Adjustment Monthly Parish Transfer Advice - April
Document: 011/2018

Please find attached amendment to the Monthly Parish Transfer Advices for April, which now includes the Premiums for the 2018 Insurances. Relative Adjustment Invoices/Credit Notes for January to March are also attached.

For Parishes who have an existing Direct Debit arrangement through the ASDF the monthly debit amount will be changed automatically and will include the relative Adjustment Invoice/Credit Note in this amount for April. **Please do not pay the Adjustment amount separately.**

For Parishes who **do not** have an existing Direct Debit arrangement through the ASDF, please amend your transfer amount and forward your remittance for the Adjustment amount accordingly.

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Jane Dumsa
Payroll Officer