

## Gary Clarke

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**From:** Colleen Warren  
**Sent:** 15 March 2018 09:31  
**To:** Gary Clarke  
**Subject:** RE: Business Rates Relief - Dawn Christadelphian Publications  
**Attachments:** Dawn Christadelphian.pdf

Hi Gary, please see answers below and report attached.  
Thanks  
Colleen

### **Colleen Warren** **Principal Finance Business Partner**

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**From:** Gary Clarke  
**Sent:** 07 March 2018 10:44  
**To:** Colleen Warren  
**Subject:** Business Rates Relief - Dawn Christadelphian Publications

Hi Colleen,

I have received an application for relief from business rates from the above.

In order to consider the application, please answer the following questions:

- 1) What are their sources of income? – Donations, Investment interest and sales of books/magazines
- 2) What do they spend their money on? For example, staff, rent etc Cost of sales of books/magazines, mgmt. costs, grants and office expenses
- 3) What is the value of their current assets? £427,811
- 4) What is the value of current debts and liabilities? £11,115
- 5) How much money do they have? Cash in bank £7,521, cash in short term deposits £347,712
- 6) Please provide a Dunn & Bradstreet report (even if it is blank)

Please provide no opinion on whether or not relief should be granted.

Thanks  
Gary

**Gary Clarke Tech IRRV**  
**Revenues Team Leader**  
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