

Emma Stone
20 Heron Road
Costessey
Norwich
NR8 5FJ

5th May 2016

Dear Sonya,

Please find below, the methodology for the Internal Audit of the Weston Longville Parish Council accounts for the year 2015 - 16.

I have looked at each financial transaction and have cross checked each with:

- The Council's legal ability to make such a payment
- Supporting invoices or receipts
- Cheque book stubs and bank statement entries.
- The record of said transaction within the Council minutes.

Furtherly, I have viewed the bank statements for all the accounts and I have checked that tax and NI submissions have been made.

I have seen evidence of the Council's risk management strategy and insurance provision.

In all, I have found no evidence that the Council's financial control is not being adequately managed.

I have therefore signed the Annual audit return as required.

Yours sincerely

Emma Stone