

Emma Stone  
20 Heron Road  
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NR8 5FJ

20<sup>th</sup> April 2016

Dear Sonya,

Please find below, the methodology for the Internal Audit of the Weston Longville Parish Council accounts for the year 2016 - 17.

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