

Emma Stone

8th May 2018

Dear Sonya,

Please find below, the methodology for the Internal Audit of the Weston Longville Parish Council accounts for the year 2017 – 18.

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 and produced a summary document which I have signed.

Yours sincerely

Emma Stone

For your personal use

In September 15 and Dec 15, the amount stated for clerk's salary and expenses doesn't match the amount actually paid (£198.38 vs 190.46 and £179.34 vs 179.88 resp.) Not scary sums !!

The Nov 15 invoice for Mr Sibley is for £340.00, the minutes state £340.00 and the cheque stub states £340.00 however the cheque appears to have actually been for £340.80 as that's what's in the accounts and been withdrawn from the bank !