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18<sup>th</sup> April 2019

Dear Sonya,

Please find below, the methodology for the internal audit of the Weston Longville Parish Council accounts for the year 2018-19. I have looked at each financial transaction and have cross referenced each with

- The councils 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 meeting minutes

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