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20 May 2018

Dear Pat

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

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

- a. The Council's legal ability to make such a payment
- b. Supporting invoices or receipts
- c. Bank statement entries.

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

I have viewed evidence of the Council's budgeting procedure 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 such summary documents as you have produced.

Yours sincerely



Clare Morton.