

Clare Morton  
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NR9 5LQ  
1<sup>st</sup> May 2016

Dear Sonya

Please find below, the methodology for the Internal Audit of the Great Witchingham Parish Council accounts for the year 2015 – 16.

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. Cheque book stubs and bank statement entries.
- d. The record of said transaction within the Council minutes.

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 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

Clare Morton.