

Clare Morton
2 The Cottages
Breck Rd
Weston Green
Weston Longville
Norwich
NR9 5LQ
1st May 2019

Dear Patricia

Please find below, the methodology for the Internal Audit of the Ringland Parish Council accounts for the year 2018 – 19, which also incorporate the income and expenditure for the village Hall.

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.

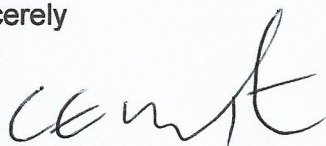
I have seen evidence of the Council's risk management strategy and insurance provision.

I have seen no information on the tax and NI liabilities of the council since there is no paperwork for the clerk's payments.

Whilst not every income was supported by paperwork, those not associated with the hall were largely supported and 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.

Yours sincerely



Clare Morton.