

I could find no invoice for Mr Sibley for the £142.50 for cheque no 325, only an invoice for £142.50 for the other half.
Clare Morton
2 The Cottages
Breck Rd
Weston Green
Weston Longville
Norwich
NR9 5LQ
28th April 2018

Dear Sonya,

Please find below, the methodology for the Internal Audit of the Felthorpe 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



Clare Morton