

Clare Morton  
2 The Cottages  
Breck Rd  
Weston Green  
Weston Longville  
Norwich  
NR9 5LQ

14<sup>th</sup> April 2019

Dear Sonya,

Please find below, the methodology for the Internal Audit of the Felthorpe Parish Council accounts for the year 2018 – 19.

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