

Clare Morton  
2 The Cottages  
Breck Rd  
Weston Green  
Weston Longville  
Norwich  
NR9 5LQ  
12<sup>th</sup> June 2021

Dear Patricia

Please find below, the methodology for the Internal Audit of the Ringland Parish Council accounts for the year 2020-21, 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 therefore signed the Annual audit return.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Morton', written in a cursive style.

Clare Morton.