

Phone:- 01553828424

Englefield
46, Hillgate Street
Terrington St. Clement
KINGS LYNN
Norfolk PE34 4NS

16 April 2021

The Chairman of West Downham Parish Council

c/o The Clerk

Old School house

Stoke Ferry PE33 9SF

Dear Chairman,

I visited you Clerk yesterday to carry out the Annual Internal Audit of your Council's affairs for the financial year 2020-2021.

I found that your Council has all the required policies and control documents in position.

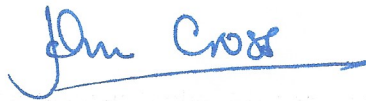
The Financial regulations have been complied with and all transactions were fully documented and supported, vat accounted for and accounting statements properly prepared and other risks considered.

All Audit requirements were fully complied with.

All documents were well presented and easy to follow, indicating that you have a well organised and efficient Clerk.

Overall I found no cause for concern regarding your Council's affairs.

Yours sincerely,

A handwritten signature in blue ink that reads "John Cross". The signature is written in a cursive style with a long horizontal stroke extending to the right.

John Cross.

Phone:- 01553828424

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46, Hillgate Street

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16 April 2021

Sara Porter
The Clerk to West Downham Parish Council
Old School House
Stoke Ferry
KINGS LYNN PE33 9SF

Dear Sara,

With regard to my visit yesterday in order to carry out the Annual Internal Audit for your Parish Council for the financial year 2020-2021 I would be pleased to receive a payment of £35 towards my expenses for this service. This is an increase on the payment for the past year and I trust that it will be acceptable to your Council.

Great to be able to visit you again this year.

Kind regards and keep safe,

A handwritten signature in blue ink, appearing to read 'John', with a long horizontal flourish extending to the right.

John Cross