

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

Tel: 01553828424

18 May 2023

The Chairman of Downham West Parish Council
c/o The Clerk
Old School House
Stoke Ferry
KINGS LYNN PE33 9SF

Dear Chairman,

I have carried out the Annual Internal Audit of your Council's affairs for the financial year 2022-2023 as requested.

I found that the required control documents and policies are in place and up to date and the Council works in compliance with these.

The finances are clearly documented and transactions supported by invoices and receipts, vat is accounted for and reclaimed and accounting statements and reconciliations regularly prepared.

All the documents are very well maintained and presented and easy to follow - a credit to your Clerk.

All in all I could find no cause for concern regarding the Council's affairs during the year.

Yours sincerely,

A handwritten signature in black ink, reading 'John Cross', with a horizontal line underneath.

John Cross