

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

16 May 2024

The Chairman of Downham West Parish Council
c/o Sara Porter (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 2023-2024 as requested.

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

The finances are well documented and transactions supported by invoices and receipts, VAT is properly claimed and recorded and accounting statements and reconciliations regularly prepared, and all easy to follow.

All records and documentation are well collated and maintained. You have an extremely efficient and conscientious Clerk.

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

Yours sincerely,



JOHN CROSS