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The Chairman
Weston with Gayton Parish Council
C/o Mrs A. Kingston
13, Spredoads Drive
Wildwood
Stafford
ST17 4RP

April 24th, 2017

Dear Councillor,

**Conclusion of Internal Audit for Weston with Gayton Parish Council
Year ended March 31st, 2017**

I am writing to confirm that I have carried out the year-end review for Weston with Gayton Parish Council and have completed and signed the appropriate page of the Annual Return, without any qualification.

The independent internal examination of the Councils governance, financial affairs and certification of the 2016 – 17 Annual Return to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 (as amended) and embodied in the Governance and Accountability Practitioners Guide 2015.

In summary the following areas were covered during the course of the examination:-

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Control
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures

In addition a review of the Councils website was also undertaken to evaluate conformance to the Local Government Transparency Code 2015, which is to be viewed as the minimum standard. It is understood that NALC will issue appropriate guidelines for authorities with a turnover of between £25,000 and £250,000 in July 2017.

I confirm that there are no matters in respect of this Internal Audit which I feel should be brought to your council's attention.

Yours sincerely,

C. Heelis

Christine Heelis

Independent Internal Auditor