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ST21 6DS

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

April 18<sup>th</sup>, 2020

Dear Councillor,

**Conclusion of Internal Audit for Weston with Gayton Parish Council Year ended March 31<sup>st</sup>, 2020**

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 Governance and Accountability Return, Part 3, without qualification.

The independent internal examination of the Councils governance, financial affairs and certification of the 2019-20 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 2020.

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.

**The records are maintained in an excellent manner and there is a clear and comprehensive audit trail. I confirm that there are no matters in respect of this Internal Audit which I feel should be brought to your council's attention.**

**PLEASE NOTE that following completion of the 2019/20 Audits I will be stepping down from my role as Independent Internal Auditor.**

Yours sincerely,

*C. Heelis*

Christine Heelis  
Independent Internal Auditor