

# Helen Bartholomew

1 Castle Cottages  
Wingfield Green, Wingfield  
Diss, Norfolk, IP21 5RE  
Tel 01379 384504

18th May 2019

Re: Horham and Athelington Parish Council Internal Audit

To whom it may concern,

I, Helen Bartholomew, can confirm that I have carried out the internal audit on the accounts for Horham and Athelington Parish Council for year ending 31st March 2019.

I can confirm that I have found all accounts in order with all necessary supporting documentation.

Helen Bartholomew

A handwritten signature in black ink, appearing to be 'Helen', written in a cursive style.

# **HORHAM AND ATHELINGTON PARISH COUNCIL**

Documents for internal audit year ending 31 March 2019

- Receipts and Payments ledger
- Bank Statements – Current Account, Business Saver Accounts (BSA)
- NSI Savings Account Statement
- Fixed Asset Register
- Cheque Book
- Postage/Telephone/Document Printing List
- Minutes of audit year
- Summary of Accounts – Receipts and Payments – Bank Reconciliation
- Paid Invoices
- Receipt Documents
- Insurance Documents
- Annual Return 31 March 2018
- Annual Governance and Accountability Return 2018/19 Part 2– to be completed  
pages 1, 2, 4, 5, 6
- Certificate of Exemption page 3 of above
- Financial Risk Assessment 2018/19
- VAT Return/Refund

No outstanding cheques or deposits

The parish council does not have:

Bank or similar loans  
Advertising or publicity expenditure  
Allotments

Any responsibility of village halls, community centres or burial grounds, churchyards or children's playgrounds or play equipment

The parish council does not own or have responsibility for any building

The parish council has not acquired additional assets this financial year