


Mr J Jackson,
28 Oxford Street,
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Chairman to Wyberton Parish Council
C/o Mrs V Clark


2 Frith Bank
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Friday, 30 April 2021

Dear Mr Chairman and Councillors

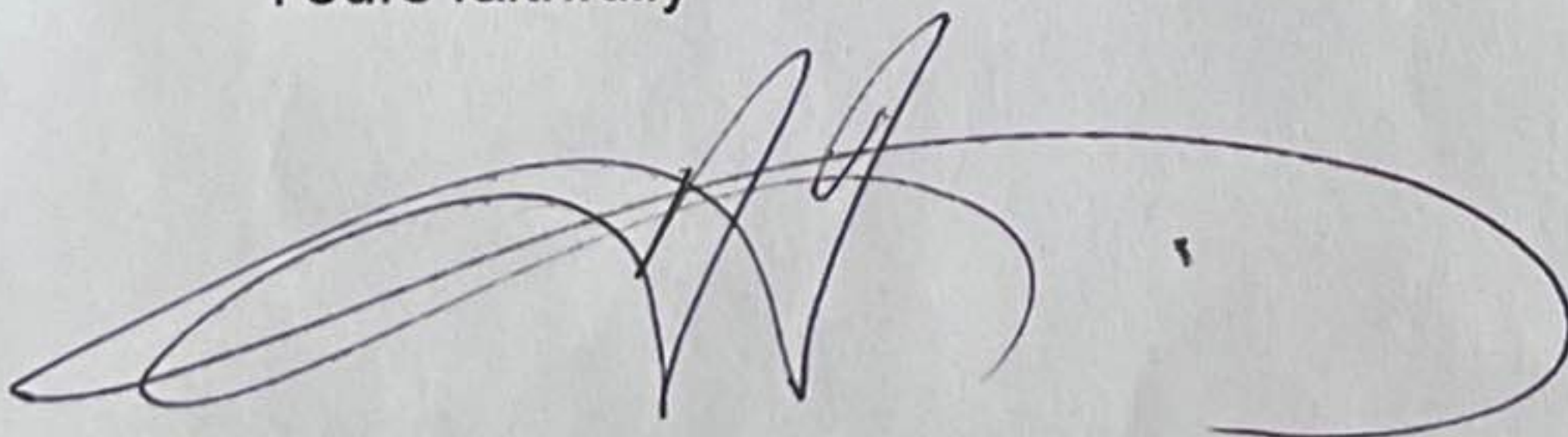
Internal Audit of Wyberton Parish Council relevant procedures and controls

I have conducted a review of the financial and other relevant records maintained for the Parish Council during 2020/21 and have made the following observations:

- Expenditure has been recorded accurately and is supported by valid documentation which has been approved where necessary
- VAT, where appropriate, has been correctly accounted for
- Income has been recorded properly and accounted for promptly
- Salaries have been paid in accordance with the Council's approval, PAYE and NIC have been deducted where appropriate and paid over to HMRC
- The Asset Register has been fully maintained
- Bank reconciliations have been accurately maintained on a regular basis
- Adequate budgetary controls have been implemented and are reviewed regularly
- the underlying records for the Year End accounts are being adequately maintained

On the basis of my findings listed above, I conclude that the internal control objectives set out are currently being achieved to an adequate standard required to meet the needs of the Council.

Yours faithfully



Mr John Jackson