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KINGS LYNN  
Norfolk PE34 4NS

11 June 2020

The Chairman of Downham West Parish Council  
c/o the Clerk  
Old School House  
Stoke Ferry  
KINGS LYNN PE33 9SF

Dear Chairman,

I visited your Clerk yesterday to carry out the Annual Internal Audit of your Council's affairs for the financial year 2019-2020.

I found the Council's policies and control documents in position and up to date.

The Financial regulations have been complied with and all transactions fully documented and supported, vat accounted for and accounting statements properly prepared.

The assets register is up to date and all documents were well presented and easy to follow.

You have a very organised and efficient Clerk.

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

Yours sincerely,

A handwritten signature in black ink that reads "John Cross". The signature is written in a cursive style and is positioned above a horizontal line that extends to the right.

John Cross