

46, Hillgate Street
Terrington St. Clement
KINGS LYNN PE34 4NS

5 May 2022

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 today in order to carry out the Annual Internal Audit of your Council's affairs for the financial year 2021-2022.

I found the Council's documentation very well presented and easy to follow.

The required policies and control documents were in place and up to date.

The Financial regulations have been complied with and all transactions were fully documented and supported. VAT was accounted for and reclaimed. Accounting statements and regular reconciliations were properly prepared. All other risks were considered.

The requirements of the Annual Audit were fully complied with.

Your Clerk continues to be very efficient and well organised and to be congratulated for this.

Overall I could find no cause for concern regarding the Council's affairs.

Yours sincerely,



John Cross