

**Andrew St.J Ellis FCA**  
**Chartered Accountant**

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**13<sup>TH</sup> May 2012**

**The Chairman**  
**Bilton-in-Ainsty with Bickerton Parish Council**  
**c/o L T I Grant**  
**Stonecroft**  
**Tomcat Lane**  
**Bickerton**  
**Wetherby**  
**LS22 5ES**

**Dear Sir**

**Internal Audit – Financial Year from ending 31<sup>st</sup> March 2012**

**I confirm that I have carried out the annual Internal Audit for the above financial year and report as follows:-**

**Work Carried Out**

**The set of documentation provided to me was comprehensive and well ordered and was examined to confirm that the Council was compliant with both the requirements of the statutory bodies and its own control procedures. In addition the Clerk provided notes and supporting documentation.**

**The receipts and payments schedules were checked against the bank statements, the invoices and the entries recorded in the minutes. VAT records were checked and section 137 items were reviewed. The minutes of the Council's meetings were also inspected and detailed checks were made to verify that the required controls and checks were being carried out and that these were minuted in accordance with the statutory requirements.**

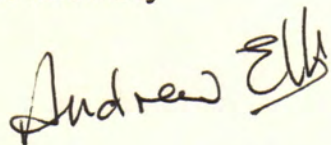
**Outcomes**

- The Council's financial and related records and transactions were maintained and accounted for to a very high standard and in full accord with the guidelines laid down.**

- Section 137 items were correctly recorded and analysed in the accounts.
- It was confirmed from the Council's minutes that Risk Management procedures had been reviewed.

There were no matters arising that needed reporting.

Yours faithfully

A handwritten signature in black ink that reads "Andrew Ellis". The signature is written in a cursive style with a prominent flourish at the end of the name.

Andrew Ellis FCA