

**Andrew St.J Ellis**

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11<sup>th</sup> May 2019

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 ending 31<sup>st</sup> March 2019**

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. Examination was made to verify that the required controls and checks were being carried out and that these were minuted in accordance with the statutory and councils requirements. The accounts were checked with the supporting documentation. The variances, assets and risk assessments were examined and found to be satisfactory.

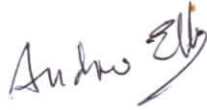
#### **Outcomes**

- 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.

- 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 large, stylized 'E' at the end.

Andrew Ellis