

AUTUMN COTTAGE

L I M I T E D

Cllr M Detsiny
Lane End Parish Council
PO Box 1616
High Wycombe
HP12 9FS

4 May 2021

Dear Cllr Detsiny,

I have undertaken the internal audit of the accounts for Lane End Parish Council for the year ending 31 March 2021. As part of the review process I have scrutinised the internal control procedures for the following areas:

- Maintenance of appropriate accounting records. using the correct accounting basis;
- Authorisation of payments plus associated record keeping;
- Risk management;
- Budgetary process;
- Payroll and HMRC reporting procedures;
- Maintenance of asset register;
- Bank reconciliations.

After completing the internal audit. I can advise that in my view , the accounts and other records are kept to a very satisfactory standard and there are no major concerns to report.

Your sincerely,

Lucy Stupples

Autumn Cottage Ltd • Lacemakers • High Street • West Wycombe • Buckinghamshire •

HP14 3AG

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