

AUTUMN  
COTTAGE  
L I M I T E D

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

26 May 2020

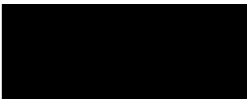
Dear Cllr Detsiny,

I have undertaken the internal audit of the accounts for Lane End Parish Council for the year ending 31 March 2020. 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

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