

AUTUMN
COTTAGE
L I M I T E D

Cllr S Digby
Piddington and Wheeler End Parish Council
PO Box 1617
High Wycombe
HP12 9FT

4 May 2021

Dear Cllr Digby,

I have undertaken the internal audit of the accounts for Piddington and Wheeler 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