

**BURGH & TUTTINGTON PARISH COUNCIL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018**

**NOTE FROM THE INTERNAL AUDITOR PATRICIA HAMPSTEAD**

I have reviewed the Burgh & Tuttington Parish Council accounts for the year ended 31 March 2018 as provided by Joe Winterbourne and am satisfied with the level of internal controls in place during the year. I have evidenced that the monies received have been banked and all expenditure backed up by receipts where applicable or the cheques presented at the parish meetings and recorded in the minutes.

I would stress the importance of keeping a full audit trail of all financial transactions – including invoices for all expenditure and income and the minuting of all expenditure agreed to be spent by the council.

A handwritten signature in black ink, appearing to read 'P. Hampstead', is located below the text. The signature is written in a cursive style with a large initial 'P'.