

**Susan E Mullins
Vennacott Farm
Blackdown
Nr Beaminster
Dorset
DT8 3LE**

All Saints Parish Council
Springfield Farm
Colston Cross
Axminster
EX13 7NE

22nd May 2015

To All Members of Council

Dear Sirs/Madam

Re: Letter of Engagement

Thank you for appointing me as Internal Auditor of the year ended 31st March 2015.

As part of the Internal Audit I will be checking the following:-

That:

1. Appropriate accounting records have been correctly kept throughout the accounting period.
2. VAT has been correctly record and accounted for.
3. All payments and expenditures are approved by Council and payments are supported by invoices were appropriate.
4. Income is properly recorded and receipts are banked promptly.
5. PAYE/NI records are correctly kept and accounted for.
6. Risk Assessments are in place, reviewed periodically and are robust and implemented.

Further, I confirm that I am independent from members of All Saints Parish Council.

Yours faithfully



Mrs SE Mullins