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30 April 2021

Mrs. L Newberry
Parish Clerk & Responsible Financial Officer
Lighthorne Parish Council

For the Attention of PKF Littlejohn

Internal Audit of Lighthorne Parish Council for the year 2020-2021


As part of the review of the financial records and reporting for Lighthorne Parish Council I would draw your attention to the following.

For the financial year ended 31 March 2020 the Section 2 – Accounting Statements for 2019/2020 unrepresented cheques to the total value of £2,011 were correctly included in the All Other Payments balance of £20,521. During the current financial year payments of £1,055 were made by bank transfer rather than the cheques being presented and the other cheques totalling £956 have been cancelled in agreement with the payees. This detail explains the difference of £2,011 between the balance carried forward numbers on this year's Section 2 – Accounting Statements for 2020/2021.

Having undertaken a detailed review of these transactions and the way in which they have been reported I am satisfied that there are no internal control issues and that the actions taken have been properly considered and understood.

If I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely



Trevor B Gill