

Anthony Wray
17 Park Lane
Barlow
Selby
YO8 8JW

20 July 2020

The Chairman and Members of Burn Parish Council,

via Mrs M. Farman Clerk, to Burn Parish Council

Good day Ladies & Gents,

Further to your Parish Clerk's request by email, I carried out an audit on Friday and running on to this morning so as to carry out an internal audit of your council's governance, accounts and annual return for the year end 31 March 2020, following the requirements of the Joint Panel on Accountability for Smaller Authorities in England.

Due to the effects of the Corona Virus outbreak, I did not actually meet with your clerk for the purpose of this audit, but we agreed that I would collect the relevant documents, and subsequently return them to her. This has now been done. We also resolved two matters by exchange of emails.

I found no issues that gave me concern, and that everything is in order. Therefore I was happy to complete and sign the internal audit report for 2019 to 2020.

I enclose my invoice at the prior agreed rates and trust that this will be settled in due course.

Yours faithfully,



Anthony Wray,

MCMI, MAAT, Cert. Ed. (Huddersfield University)