Manor Farm Barn
The Green
Charney Bassett
Wantage
Oxon OX12 0EU

4 May 2018

T Brown
Clerk to Charney Bassett Parish Council

Dear Trevor

Internal Auditors Report for the year to 31 March 2018

Please find set out below my report broken down in to 2 sections.

Clerk's Financial Report and financial statements for period 01.04.2017-31.03.2018 and the specific month of March

I have reviewed the accounting documentation provided to me covering the above periods and conclude that the figures contained in the Clerk's Report and the accompanying financial statements are a fair reflection of the documentation.

Internal Control review

I have reviewed the documented procedures which demonstrate that the Council has adequate control measures in place.

In carrying out this review I have the following observations. Firstly, the key internal control procedures, Standing Orders and Financial Regulations, were both created 10+ years ago, and although adequate, would benefit from being updated, in line with recommended National Local Authority guidelines. Secondly, in being able to assess whether the controls, including assessment of risk, are adequate and appropriate for the Council it would be beneficial if the purpose and objectives of the Council were clearly documented.

Yours sincerely

Brian Trotman