

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

4 May 2023

T Brown  
Clerk to Charney Bassett Parish Council

Dear Trevor

**Internal Auditors Report for the year to 31 March 2023**

Please find below my report broken down into three sections.

**Clerk's Financial Report and financial statements for period 01.04.2022-31.03.2023**

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.

**Annual Governance and Accountability Return 2022/23**

I have reviewed the form and have completed the Annual Internal Report 2022/23 section in which I identified one Internal Control Objective as 'Not Covered'. This was in respect of the objective in respect of Petty Cash, which was assessed as not covered, as a petty cash system is not utilised by the Council.

**Internal Control review**

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

I have noted and reviewed the Risk Register and CBPC Aims and Objectives, including the Specific Objectives for 2022/23 (commenting on progress/achievement, particularly 2 actions which have not been completed i.e. the production of a Publications Policy and the Audit of Parish records) and the Specific Objectives for 2023/24 (where I have noticed and welcome the objectives of updating the Standing Orders and Financial Regulations to align to latest NALC Models), which have been prepared for consideration at the May 2023 Council Meeting.

Yours sincerely

  
Brian Trotman