

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

7 May 2025

T Brown  
Clerk to Charney Bassett Parish Council

Dear Trevor

**Internal Auditors Report for the year to 31 March 2025**

Please find below my report broken down into three sections.

**Clerk's Financial Report and financial statements for period 01.04.2024-31.03.2025**

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 2024/25**

I have reviewed the form and have completed the Annual Internal Report 2024/25 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 2024/25 (commenting on progress/achievement, particularly 1 action which has not been completed i.e. the audit of Parish Council records (NB. I note that the Publications Policy, which was an objective for 2024/25 is an agenda item at the May 2025 Council Meeting to be adopted)) and the Specific Objectives agreed for 2025/26.

Yours sincerely



Brian Trotman