

Wednesday, 08 April 2026

Councillor J Moorhouse (Mayor)
Tuxford Town Council
The Beeches Community Centre
Birch Court
Tuxford
NG22 0NF



Dear Councillor Moorhouse,

REF: END OF YEAR INTERNAL AUDIT REPORT 2025/26

Your Clerk provided all requested documentation in a timely manner and responded promptly to all queries raised.

Based on the information supplied, I completed a series of audit checks, including paper trail testing, and a review of minutes, governance arrangements, and financial controls. From these checks, I am satisfied that the accounting records are accurate and that appropriate supporting documentation has been maintained throughout the financial year.

No issues or concerns have arisen from the audit, and I have completed the Annual Internal Audit Report 2025/26.

From the bank statements provided, I confirm that the balances carried forward into the new financial year are consistent with those reported by the Clerk and as stated in Section 2 – Accounting Statements 2025/26 of the AGAR.

However, The Hampshire Trust has not yet sent your Clerk a statement but has provided a verbal balance. This must be verified upon receipt and before the AGAR is signed off. I have requested a copy from your Clerk.

Councillors are advised to read, understand, and formally approve Sections 1 and 2 of the AGAR prior to signing.

Page 1 of AGAR Form 3 sets out the required order for approval of the relevant sections at a full council meeting. Councillors should also review the Annual Internal Audit Report and the dates for the Exercise of Public Rights.

Publication requirements are also detailed on page 1 and should be noted.

Yours sincerely

Victoria

Mrs Victoria Clark - Internal Auditor

Internal audits, charity independent examinations, and secretarial services, delivered remotely.

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