Jane Olds
Parish Clerk, Launton Parish Council
13 Oak Close
Bicester
OX26 3XD

10th April 2023

Elaine Anstee
16 Foxwood
Aston
Oxfordshire
OX18 2DZ

Dear Jane,

Internal Audit Report 2022-23

I have carried out an internal audit review, acting independently, and basing this review on the requirements of the Annual Governance and Accountability Return for 2022-23. I have looked at the assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls that have been in operation during the financial year ended 31 March 2023.
The bulk of this audit has been carried out using the council's website and the form attached which was completed by the Clerk prior to the audit. The form and 2 months of financial transactions were checked by the internal auditor. I met with the Parish Clerk, via ZOOM, on 2nd April 2023 where the documentation that I needed to physically inspect was carried out.
There have been no significant issues identified.

The internal audit process has noted the following:

1. Code of Conduct reviewed and reissued by Cherwell District Council in 2022 but training for Parish Council's awaited. At time of internal audit Conde of Conduct adopted in 2012 still in place.
2. Insurance reviewed and renewed annually as covered in the risk assessment.
3. The Asset Register on the website is for April 2022 and disposals/additions recorded on the Balance Sheet.
4. Back-ups of council documentation made regularly to 'Drop Box'. Terms and conditions for Dropbox, April 2023, state '*When you use our Services, you provide us with things like your files, content, messages, contacts and so on ("Your Stuff"). Your Stuff is yours. These Terms don't give us any rights to Your Stuff except for the limited rights that enable us to offer the Services*.' Available at: Terms of Service - Dropbox (accessed 10th April 2023).

5. The website is up to date and meets ‘Transparency Code for Smaller Authorities 2014’.
6. There is a clear process for reviewing the effectiveness of the internal audit.

In summary

The Council has continued to have competent arrangements in place to satisfy itself that its systems of internal financial control are transparent and effective. There are clear approval and authorisation controls to minimise risk. The audit and management trail for financial transactions is excellent.

Yours sincerely

By email

Elaine Anstee
BA Hons: Community Governance

Attachments:
Page 3 of the AGAR for 2022-23 – signed/by email
Review Framework for 2022-23
Invoice Number EA/2023/0001