

Wednesday, 10 April 2024

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



**REF: END OF YEAR INTERNAL AUDIT REPORT 2023/2024**

Thank you for asking me to conduct your end of year 2023/2024 Internal Audit (IA), paperwork trails from the councils accounting package and website have been checked, further to those checked during the midyear IA.

It is noted with thanks the recommendations from the mid-year IA, have been considered or explained.

All paperwork is well documented and uploaded to the website or accounts package and I have no concerns regarding your Clerk's or RFOs ability.

Clare was prompt in sending the necessary documents and is well organized.

My only recommendation is below:

- The council should review the complaint procedure which was last approved in 2019 and any other policies that were approved or reviewed in 2020 or before
- The AGAR report from the Internal Auditor should be published on the council's website for transparency

Please contact me if you have any questions.

Yours sincerely

Mrs Victoria Clark

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