



Charter Trustees of East Retford  
Mr R Morrison  
Retford Town Hall  
17 The Square  
Retford  
Nottinghamshire  
DN22 6DE

20<sup>th</sup> June 2025

Dear Rob,

**Internal Audit 2024/25**

Please find below my report for the internal audit we carried out as requested.

Internal Control Objectives

A. Appropriate accounting records

I am satisfied that this control objective was met.

The recommendation of using Excel instead of Word for the accounts has also been actioned.

B. Complying with financial regulations, payments were supported by invoices, all expenditure was approved; and VAT was appropriately accounted for

All payments have been supported by invoices this year, and the VAT reclaim has been included on End of Year Accounts sheet

C. Significant risk assessment to achieving objectives and reviewing adequacy of arrangements

An Annual Assessment of Internal Control was carried out and approved at the Trustees meeting on 17<sup>th</sup> April 2025.

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D. Precepts, rates requirements, budget processes and monitoring

Confirmation of precepts was given in the form of a Bassetlaw District Council estimates form dated 17<sup>th</sup> April 2025 for 2024/25.

Minutes from meetings confirm the expenditure is presented and set into context with the budget plan. The budget for the next year has been set and approved on 17<sup>th</sup> April 2025.

E. Income received, records and VAT

I am satisfied that this control objective was met.

F. Petty Cash

No petty cash is held by the Trustees so not applicable.

G. Salaries, PAYE and NI

PAYE is paid as Self-Assessment by the Clerk.

H. Asset and investment registers

Zurich remain the insurers for the assets, employer and public liability, with the period of insurance showing from 7<sup>th</sup> July 2024 to 6<sup>th</sup> July 2025.

A full list of assets was provided with the insurance this year.

I. Periodic and year-end bank reconciliations

I am satisfied that this control objective was met.

J. Accounting statements

I am satisfied that this control objective was met.

AGAR

The Annual Governance and Accountability Return 2024/25 Form 3 has been completed by the Chair and Clerk and for the purpose of this year's internal audit.



### Assessment of internal control

Section 6 (1)(a) of the Accounts and Audit Regulations require that an annual assessment of the effectiveness of internal control be made and presented to the council.

The internal review was presented at the Trustees meeting on 17<sup>th</sup> April 2025 and approved by the Trustees.

### Transparency code

All relevant documentation is now published on your own website:

<https://eastretfordchartertrustees.co.uk/documents/>

### Conclusion

As a result of my testing, I am satisfied that you have sought advice on all of the recommendations made from the previous year, and have met all the testing criteria for this year.

I would like to thank you for your assistance during this audit.

Yours sincerely

*C. Markham*

Claire Markham - MBA, FMAAT  
Internal Auditor