Wednesday, 22 April 2026



Cllr John Wright
Chairman of Hougham Parish Council
C/O Mrs L Frances – Clerk to the Council
18 Chapel Lane
Caythorpe
NG32 3EG

Dear Councillor Wright,

REF: END OF YEAR INTERNAL AUDIT REPORT 2025/26

Your Clerk provided all requested documentation promptly and responded fully to all queries raised.
Based on the information provided, I carried out audit checks, including paper trail testing and a review of minutes, governance arrangements, and financial controls.

Following this review, I am satisfied that the accounting records are properly kept, 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.

I confirm from the bank Statements provided that they are consistent with those reported by the Clerk and stated in Section 2 – Accounting Statements 2025/26 of the AGAR.

Councillors should read, understand, and formally approve Sections 1 and 2 of the AGAR prior to signing. They should also review the Annual Internal Audit Report and the dates for the Exercise of Public Rights.

Page 1 of AGAR Form sets out the required order for approval of the relevant sections at a full council meeting where publication requirements are also detailed and should be noted.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

V. Clark

Mrs Victoria Clark

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