

Do the Numbers Limited

4th May 2023

Maxine Owen, Acting Clerk
St Mary Bourne Parish Council

Dear Max,

Subject: Review of matters arising from interim Internal Audit for 31 March 2023

Following my visit today, please find below the list of matters arising.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2023](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
Grant policy	The council does not have a proper grant form and policy to cover payments made to external groups.	A model form such as this should be adopted and published on the website
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Standard documents	The standard documents (Fin Regs, Stand Ords, Risk ass) were reviewed but not formally approved in the year.	All should be minuted as approved in advance of signing the AGAR.
Committees	The finance committee approved a draft budget that was not adopted by the council.	The usefulness of committees to a council as small as SMBPC should be reviewed.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Insurance renewal	The insurance premium of the council is higher than expected for an asset list of its type.	The council should actively review the quotes and policy in advance of renewal.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Precept and budget	When the precept was approved, the actual amount and the finalised budget were not minuted.	The final budget and precept should be reviewed and re minuted by the full council
Reserves	It is not clear that all of the reserves held are for projects that will come to fruition.	The council may need to return a grant funded amount and should review all projects.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council now	Comply with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	No longer applicable to this council	
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Acting Clerk	The acting clerk was not on the payroll in the year, but as soon as a role is made permanent, should be added.	The payroll bureau should check all PAYE balances once this situation resolves.

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Director: Eleanor S Greene

<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council now	Comply with this test
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank statements	It is good practice for members of the council to check the bank statement against the ledger quarterly.	Now that the accounts are maintained on Scribe, reporting and referencing should be regularised.
<i>J</i>	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council now	Comply with this test
<i>K</i>	<i>Certified Exempt in prior year</i>	
Not applicable to this council		
<i>L</i>	<i>Transparency Code</i>	
Council website	The council is not covered by the transparency code, but to demonstrate VFM to electors, should be complied with.	The basic FOIA publication schedule should be complied with over the summer.
Councillor emails	Members of the council are still using personal email addresses rather than those run through the council website	This is contrary to the PG2023 statutory guidance and conflicts with ICO rulings.
<i>M</i>	<i>Public Rights</i>	
	The records of the council now	Comply with this test
<i>N</i>	<i>Publication of prior year AGAR</i>	
AGAR publication	The council has not uploaded to the website the figures from 2020/21 (there was no AGAR) and the two prior AGAR forms.	In advance of approval of this year's form, the uploads should be completed.
<i>O</i>	<i>Trust funds</i>	
	The council is not a trustee of any	Charity
<i>P</i>	<i>Borrowing</i>	
	Not applicable to this council	

Please find enclosed my bill for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.
Regards,



Eleanor S Greene