

Do the Numbers Limited

37 Upper Brownhill Road

Southampton, SO16 5NG

14th June 2022

Caroline Weston, Clerk
Little Coxwell Parish Council
Studio Cottage
Little Coxwell
Oxon SN7 7LW

Dear Caroline,

Subject: Review of matters arising from Internal Audit for 31 March 2022

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 2022](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the year</i>	
Cheque stubs	It is a legal requirement that those who sign cheques should also initial the stub. This has not been done.	Going forward, please could all cheques be properly authorised.
Electronic banking	The council is considering adopting electronic banking to save money on postage and speed up the processes of the council.	The latest model Financial Regulations from NALC include the required procedures.
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	It is an AGAR requirement that the Stand Ords, Fin Regs, Risk ass and Asset reg are reviewed each year. This was not done in 2021/22	The June authorisation will cover the comin year and then annual repetition will ensure compliance.
Minute approval	It is a legal requirement that each page of the minutues is initialled and the final page signed and dated upon approval.	Please ensure that each sheet has been initialled in advance of submission of the AGAR.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council comply	With this test
D	<i>The precept budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Reserves	The reserves of the council, even after allowing for planned projects, are significantly higher than the guidance of 12 months precept. However the small values involved should be taken into account.	The council needs to balance resilience (the need to undertake an emergency project) with planned project and the sunk cost to residents. A general reserve of around 24 months precept could be deemed prudent.

E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	Not applicable to this Council	
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not 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>	
	Not applicable to this Council	
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the Council comply	with this test
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Payment approval	When cheques are approved in the minutes, the cheque number and payee are not always specified.	This added control would evidence completeness of the payment list.
Deposit account	It is unclear why the council holds two bank accounts.	It would simplify compliance to close the deposit account.
J	<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 comply	with this test
K	<i>Certified Exempt in prior year</i>	
	The records of the Council comply	with this test
L	<i>Transparency Code</i>	
Records maintenance	It is a requirement of the transparency code that three years of minutes, finances and reports are published on the website.	The parish website is currently part of the village one, but it would be useful to have more links to allow a back up of documents to be in the website.
M	<i>Public Rights</i>	
Agendas on website	It is a requirement of the transparency code that agendas are published on the website.	This allows all residents to understand the business to be transacted at meetings.
N	<i>Publication of prior year AGAR</i>	
	The records of the Council comply	with this test
O	<i>Trust funds</i>	
	Not applicable to this Council	
P	<i>Borrowing</i>	
	Not applicable to this Council	

Please find attached my invoice for the agreed fee.

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

Regards,



Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene