

Do the Numbers Limited
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15th May 2017

Amanda Jobling, Clerk
Hamble Le Rice Parish Council
Memorial Hall, 2 High Street
Hamble-le-Rice
Southampton, SO31 4JE

Dear Amanda,

Subject: Review of matters arising from Internal Audit for 31 March 2017

Please find below the final list of matters arising following my visits last week and earlier in the year. The records and systems of the council are in good order and the visits went well.

Control area	Issue	Recommended Action
Accounts approval	The council received a qualified audit last year because the accounts were approved too late.	Please ensure that Section 1 is approved, Section 2 is approved and the report for Section 4 is actioned all before June 30th
Risk Assessment	The document was approved by the council but was prepared by the former Internal Auditor rather than the Council.	The document should be reviewed and updated every six months to ensure that members and officers have ownership of the information.
Payment listing	The full monthly payment listing should be a page of the signed minutes.	This is a requirement of LGA 1972 and should always have been done.
Deposit Accounts	The year end ledgers were closed off before the final statements on both of the deposit accounts were received. This means that the bank reconciliation in Omega does not agree to the source records.	Members should check the balances on all accounts regularly and care must be taken to ensure an accurate closedown next year.
Bank reconciliation	It appears that members are signing the bank statement without checking it back to the accounts system and that signature dates do not tally with minutes.	Each month different members of the council in rotation should initial the actual bank statement back to the reconciliation presented from Omega.
Website uploads	Some documents on the website have been uploaded as Word files rather than PDF	Under the Transparency code, all files should be PDF – this is also a data safety issue.

Clerks appointment	The council does not appear to have minuted the terms and cost of the newly appointed clerk.	It is good practice to confidentially minute all staff changes to allow payroll cost checking.
Minute detail	There is a great deal of detail in the minutes including names of speakers and discussion notes. This is not best practice.	Minutes should record decisions not discussion (as per CAB 10 para 7.36). Roles rather than names should be listed to prove that the agreed actions are linked to the role rather than the individual (eg the Clerk)
Non decision items	The minutes appear to include significant amounts of information on which no decision is needed.	Non decision items would be better in a Clerk's written report to allow the business of the meeting to be focused on decisions and outcomes.
Fixed Asset register	The asset register value did not agree to the figure on the Annual return.	During the year the officers and members should look to review the ownership and use of all assets and keep the register up to date.
VAT	At the start of the final audit, the March VAT return had not been submitted.	HPC is VAT registered. Prompt submission of VAT returns is a legal requirement that should be complied with from now on..
HLS grant and costs	The Council should continue to closely monitor this project and ensure that the taxpayer is reimbursed where necessary.	The Charity have not complied with their legal and moral obligations. The council must ensure that it does and that such a poor piece of decision making does not recur.

Please find enclosed my bill for the balance of the agreed fee being £550.
If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene