

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG
11th January 2023

David Wheal, Clerk
Bishopstoke Parish Council
Parish Office, Riverside
Bishopstoke, SO50 6LQ

Dear David,

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

Following my visit with you 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
<i>A</i>	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
Payment listing	Please ensure that the list of approved payments is included as a page of the signed minutes.	Websites and agenda packs are not the legal record. The minute book – stored for posterity, must stand alone as a document.
<i>B</i>	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Meeting attendance	The attendance record of councillors has not always been closely monitored and thus one member had to be time barred.	It may be worth publishing an attendance record on the website so that all members and electors can track.
Minute approval	It appears that members are abstaining rather than approving minutes for meetings they did not attend.	The resolution should be whether the members believe the clerk produced a fair record. Abstaining or voting against could be deemed a cause for concern.
Capital expenditure	When purchases of capital equipment or significant items are approved, their value should be stated in the minutes, rather than just in the supporting report.	When officer reports are being approved, the minute template should be updated to include significant items.
Member changes	Please ensure that all resignations and departures as well as co options and elections of members are clearly recorded.	The minutes should always show changes in membership between election dates.
<i>C</i>	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Risk assessment	The current document contains out of date information about the insurance provider.	The whole document should be reviewed and updated before the year end.
<i>D</i>	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
	The records of the council comply	with this test

E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	Not reviewed at this visit	
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>	
Staff changes	All staff changes should be clearly minuted, to allow payroll testing.	When new officers are appointed, their name, start date, hours and SCP should be clearly minuted.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Fixed asset register	The asset register is currently held on a spreadsheet rather than integrated with the accounting system. <i>(also raised last year)</i>	Over the coming months, all fixed assets should be recorded on the accounting software
Asset de minimis	As part of the asset register review, a de minimis should be applied and obsolete assets removed.	Items valued under £100 are not worthwhile separately recording.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
	Not reviewed at this visit	
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>	
	Not reviewed at this visit.	
K	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
L	<i>Transparency Code</i>	
	The records of the council comply	with this test
M	<i>Public Rights</i>	
Members' DPI forms	The borough council do not comply with their legal requirement to publish the DPI forms of Parish Council members (good practice example here)	The council needs to ensure that all DPI forms, including those of recently co opted members, are complete and on the website.
DPI information	Where a member of the council has no entry on a form, please write none.	Complete forms remove risk of misunderstanding.
N	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
O	<i>Trust funds</i>	
	The records of the council comply	with this test
P	<i>Borrowing</i>	
	Not applicable to this council	

I will return later in the year to complete my review. If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene