

Do the Numbers Limited

2nd May 2023

David Wheal, Clerk
Bishopstoke Parish Council

Dear David,

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

Following my visits today and earlier in the year, 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>	
Payment listing	Please ensure that the list of approved payments is included as a page of the signed minutes.	The minute book with supporting papers – stored for posterity, must stand alone as a document.
Payment approval	Payments and bank reconciliations are only approved at the Finance Committee which did not meet in the last quarter of the year.	Payments should be approved in a timely manner, particularly those for capital items. Please ensure this is done.
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Financial regulations	The financial regulations were not reviewed or ratified in the year.	It is an AGAR requirement that the document is checked annually.
Audit reports	All reports from Auditors should be included within the minutes approved by councillors.	If the agenda pack is filed permanently with the minute book, this issue is resolved.
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.
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 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>	
	The records of the council 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>	
	Not applicable to this council	
G	<i>Salaries to employees and allowances to members were 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>	

Asset purchases	The agreed cost of al new assets should be clearly minuted.	When the quote or tender for any major expenditure is agreed, the value and supplier name should be minuted.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
	The records of the council comply	with this test
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>	
Balance sheet entries	The Balance sheet report that quantifies the difference between boxes 7 and 8 was not on file.	This report should be run periodically during the year to ensure that all control accounts are correct.
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 still do not comply with their legal requirement to publish the DPI forms of Parish Council members	EBC have a legal obligation to carry out their duties to Parishes in their area. After the elections hopefully they will comply.
DPI information	Where a member of the council has no entry on a form, please write none.	Please could all members at the next meeting review their forms to check for completeness.
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	

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