

Do the Numbers Limited

16th April 2019

Clare Cottrell, Clerk
Abbotts Ann Parish Council
Homeleigh, Jacks Bush
Lopcombe
Hants SP5 1BZ

Dear Clare,


Subject: Review of matters arising from Internal Audit for 31 March 2019

Please find below the list of matters arising following my visit today. Overall I found the records of the council to be in good order and that the checks went well.

Control area	Issue	Recommended Action
Burial spaces	The burial ground in use by the council has a limited number of remaining spaces.	Due to changing regulations around water tables, the long term use of burial space should be assessed through the guidance of the ICCM.
Bank statements	The bank statements produced do not run to calendar months.	For the purposes of budget monitoring and audit, the online reports could be used from now on.
Old website	There is no clear divert on the old website to explain why entries have ceased.	The webmaster of the village website should be requested to include a divert page.
Contracts	When the grounds work contract was awarded, the full year cost was not clearly minuted and the name of the winning company was not clearly stated <i>(also raised last year)</i>	It is good practice – and a requirement of the transparency code – to do so.

Please find attached my invoice for the agreed fee. If either you or your councillors have any queries, please do not hesitate to contact me.

Regards


Eleanor S Greene

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Registered in England No. 7871759

Director: Eleanor S Greene