

**Do the Numbers Limited**  
37 Upper Brownhill Road  
Southampton, SO16 5NG  
023 8077 2341

**4<sup>th</sup> June 2015**

Ian Milson, Clerk  
Awbridge Parish Council  
6 Pollards Moor Road  
Copythorne, Southampton  
SO40 2NZ

Dear Ian,

**Subject: Review of matters arising from Internal Audit for 31 March 2015**

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

| Control area    | Issue  | Recommended Action   |
|-----------------|--|--|
| Budget          | The agreed budget should be included as a page in the signed minutes and the precept amount clearly stated.                                      | This should be done from 2015 onwards.   |
| Bank statement  | It is good practice for a member of the council to initial the bank statement to the reconciliation.   | This was raised last year and should be commenced.   |
| Quotes for work | The council is not clearly minuting the value of quotations and the name and agreed cost of winning bidders.                                     | All quotes should have values and the winning company name and amount be clearly stated.   |
| VAT             | The VAT reclaim for the year had not been submitted as at the audit date.  | The reclaim should be done as soon as the cashbook is completed in April   |
| Web site        | The council website is currently a page on the village site and does not contain all of the information required under the new Transparency Code | Once the Council information is migrated across to the new site, please ensure that all payment listings and bank recs are included in the minutes and that the budget, asset register and standard documents are on the site in PDF format. |

If either you or your members have any queries, please do not hesitate to contact me.  
Please find attached my bill for the agreed fee of £185

Regards



Eleanor S Greene