

Do the Numbers Limited

6th May 2026

Ailsa Duckworth, Clerk
Droxford Parish Council

Dear Ailsa,

Subject: Review of matters arising from Internal Audit for 31 March 2026

Following my visit with you today, please find below the list of matters arising. I found the systems and records of the council to be significantly improved.

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 2026](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
Grant approval	The council does not appear to have a transparent grant policy and form.	A model form such as this should be adapted and adopted for future applications.
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Standard documents	Financial regulations, Standing orders, and risk assessment were not reviewed and updated in the year. <i>(also raised last year)</i>	The current model documents are out of date. The latest NALC and PG models should be adopted and applied without delay.
VAT 126	The council is not successfully operating the Scribe software so VAT 126 claims are simplified.	It may be worth reclaiming more than once a year to aid cashflow.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Policies	Several of the council's web published policies to not match best practice. <i>(also raised last year)</i>	One or two policies should be updated at each meeting and review dates added to the web site
Statement of internal control	It is an AGAR requirement that councillors review the control systems between audits.	A model statement such as this should be adapted, adopted and applied.
D	<i>The precept budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Reserves	Some of the reserves noted by the council are not in accordance with the requirements of the PG. <i>(also raised last year)</i>	Please ensure that every reserve is for a tangible project, has a completion date, location and value before it drops to zero.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
Burial and allotment records	The council currently maintains its own regulations for both sites without access to national experts.	Joining both the ICCM and the National Allotment Society could provide value for money.
F	<i>Cash payments were properly supported by receipts, all cash was approved and VAT appropriately accounted for</i>	

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Director: Eleanor S Greene

	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>	
	The records of the council now	comply with this test
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council now	comply with this test
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
	The records of the council now	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>	
	The records of the Council comply	with this test
K	<i>Certified Exempt in prior year</i>	
	Not applicable to this Council	
L	<i>Transparency Code</i>	
	The records of the council now	comply with this test
M	<i>Public Rights</i>	
Public rights dates	When the AGAR is approved it is good practice to minute the dates of public rights.	Please ensure that this is done from 2026 <i>(also raised last year)</i>
DPI forms	There is no link from the council website to that of the monitoring officer.	Please ensure that all councillor DPI forms can be accessed on the council website.
N	<i>Publication of prior year AGAR</i>	
	The records of the Council comply	with this test
O	<i>Digital and Data Compliance</i>	
Assertion 10 requirements	The council has engaged with these changes and was partly in compliance by the year end.	A data audit should be carried out, including data stored by members, and repeated each year.
P	<i>Trust Funds</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