

Do the Numbers Limited

16th June 2026

Jess Hudson, Clerk
Baughurst Parish Council

Dear Jess,

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

Following my visit 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 2026](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the year</i>	
Debit card	The council has previously resolved to provide the proper officer with a card for making small and online payments. The level of expenses reclaimed by the clerk has been significantly in excess of good practice.	A debit card should be arranged without further delay and operated in accordance with the adopted model Financial Regulations. <i>(also raised last year)</i>
Grant application	The Transparency code requires that all documents are published as PDF	The website should be reviewed and all documents published correctly.
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Minute authorisation	Two sets of minutes were destroyed by fire and so were not to hand.	These should be reprinted and re approved with a cover note.
Internal audit report	The council has clearly enacted much of the last report but not minuted such. <i>(also raised last year)</i>	It is good practice to clearly minute action on audit reports for the AGAR test.
VAT 126	The VAT refund was received after the year end.	It would be good practice to submit reclaims on a quarterly basis
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Insurance claims	The council has had multiple unavoidable insurance claims in the year.	It may be worth 'self insuring' some items so as not to incur excessive premiums.
D	<i>The precept budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Precept approval	When the budget was approved it was not included in the minutes and the precept amount was not stated.	It is an essential control that the precept form can be checked back to the minute reference.
General reserve	The council holds over 12 months in its general reserve, more than PG guidance.	The council should urgently bring forward more projects to benefit taxpayers.
Earmarked reserves	The reserves identified by the council do not meet the PG requirements.	Please specify locations, expected dates and overall amounts.
E	<i>Expected income was fully received, based on correct prices, properly recorded and</i>	

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Registered in England No. 7871759

Director: Eleanor S Greene

	<i>promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
<i>F</i>	<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	
<i>G</i>	<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>	
Employee pension	The clerk has been enrolled in the NEST scheme but the employer contributions are only being applied to NI covered pay rather than the whole salary. It is unclear if this is in accordance with the job offer made.	The council should review and clearly minute the agreed pension terms and if necessary arrange for backdated contributions to be made.
<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council comply	with this test
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
	The records of the council now	comply with this test
<i>J</i>	<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>	
Contingency	The council is involved in a land registry legal claim.	The costs associated with this should be closely monitored.
<i>K</i>	<i>Certified Exempt in prior year</i>	
	Not applicable to this Council	
<i>L</i>	<i>Transparency Code</i>	
	The records of the Council comply	with this test
<i>M</i>	<i>Public Rights</i>	
	The records of the council comply	with this test
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council comply	With this test
<i>O</i>	<i>Digital and Data Compliance</i>	
Assertion 10 requirements	The council has partly engaged with these changes but was not fully in compliance by the year end.	A data audit should be carried out, including data stored by members, and repeated each year. An IT policy based on that at Para 5.122 of the PG should be adopted
<i>P</i>	<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