

Points raised by the External Auditor under "Other Matters" and actions to rectify these

	Points raised:	Actions to rectify the situation:
1	The completed Annual return and all relevant supporting information were not submitted for review by the date requested	The Annual Return and supporting documents to be sent to External Auditor on completion of Internal Audit, this is booked to be undertaken on 27th April, leaving plenty of time to meet the deadline of return of 13th June
2	The Annual Return was not correctly completed	To ensure the Annual Return is correctly completed
2.1	Section 1 Box 8 does not agree to the cash book figure on the bank reconciliation, should read £41914	To ensure the boxes agree to the cash book figures
2.2	The figure in Section 1, Box 8 of the prior year comparative column does not agree to the prior year audited annual return. The figure should read £32549	To input the correct figures from previous year.

01 March 2016