

Do the Numbers Limited

28th April 2023

Belinda Baker, Clerk
Headbourne Worthy Parish Council

Dear Belinda,

Subject: Review of matters arising from Internal Audit for 31 March 2023

Following my visit with you 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 2023](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
VAT 126 claims	The council has only been reclaiming VAT once a year, even when the recoverable amount is significantly higher than £100	Claims can be made as often as once a calendar month, so long as they are for over £100 (see the rules here)
Committees	Any committees set up to assist with Kings Barton issues must have proper agendas and minutes. Working Parties and Task and Finish groups may also be required.	The council needs to manage the increasing level of responsibility with the limited councillor hours available.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council comply	with this test
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
	The records of the council comply	with this test
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
F	<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	
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 comply	with this test
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset approval	When it is agreed to purchase capital items and assets, the value was not clearly minuted.	All fixed asset additions and contracts should be clearly quantified in the minutes.
Asset register	The full asset register should be reviewed at budget setting as a project management tool.	Please ensure that the up to date register is approved at the same time as the AGAR
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank	The bank statement should be	Each member in rotation should

statement approval	inititalled back to the cashbook .	carry out this control
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>	
Flooding mitigation	The council does not have GPC so is limited in its powers to deal with resolving the flooding issue.	Appropriate legal advice re peppercorn leases may resolve this issue.
K	<i>Certified Exempt in prior year</i>	
Not applicable to this council		
L	<i>Transparency Code</i>	
	The records of the council comply	with this test
M	<i>Public Rights</i>	
Councillor numbers	In due course, the size of the Kings Barton population will necessitate increasing the size of the council.	It may be worth deferring the LGR process until all houses are occupied and the new residents have a say.
DPI link	The council website does not include a link to the Monitoring officer published DPI forms	Please ensure that the link is updated in advance of approval of the AGAR
Public rights	It is good practice to minuted the Public rights period dates at the time of approval of the AGAR.	The relevant paperwork should be left on the website to prove compliance for the following AGAR
N	<i>Publication of prior year AGAR</i>	
Prior year AGAR	It is a legal requirement of S13 of the 2014 Act that 5 years of AGAR forms are published.	Please ensure that the website is updated in advance of approval of this year's AGAR
O	<i>Trust funds</i>	
	Not applicable to this council	
P	<i>Borrowing</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