

Do the Numbers Limited

11th May 2023

Roy Hamilton, Clerk,
Nursling and Rownhams Parish Council

Dear Roy,

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

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 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>	
Agendas and papers	The agenda papers that support decisions are not always uploaded to the website	It is good practice to ensure that all papers used in meeting are available to electors.
VAT registration	HMRC have confirmed that the Council need to be VAT registered due to advertising income.	The council will need to file its quarterly returns via the MTD portal – which is simple using Sector specific software.
Village Hall extension	The council is taking advice about the appropriate VAT treatment of any investment in this project.	The CIO that runs the hall and the Proper Officer should ensure that all decisions made are clearly minuted.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Policies	The model publication scheme has been noted, but not turned into a working list of updated information.	THE clerk and web host should liaise to ensure that the council can get information onto the site in a timely manner.
D	<i>The precept 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>	
VAT on adverts	Once the council has the appropriate software, issuing VAT invoices and accounting for the VAT will be simple.	HMRC are expecting the application form. Registration should be completed without delay.
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</i>	

	<i>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 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>	
Accounting software	The spreadsheet used by the council will not be able to deal with MTD for VAT	The council should switch to appropriate software as of 1 st April 2023
<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>	
Members' DPI frms	It is a requirement that the council publishes DPI forms of members.	The simplest method is to link to the TVBC monitoring officer site here
Public rights and AGARs	It is a legal requirement that five years of AGAR forms are published on the website. It is good practice for the public rights notice to remain published on the website.	In advance of approval of the AGAR, these forms should be uploaded, along with Internal Audit reports.
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the Council comply	with this test
<i>O</i>	<i>Trust funds</i>	
	No longer applicable to this Council	
<i>P</i>	<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