

Do the Numbers Limited

37 Upper Brownhill Road
Southampton, SO16 5NG

10th June 2022

Elaine Owen, Clerk
Queen Camel Parish Council
Innes House, Lower Road
Kingsdon, TA11 7LL

Dear Elaine,

Subject: Review of matters arising from Internal Audit for 31 March 2022

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 2022](#)

Test	Matter arising	Recommended Action
<i>A</i>	<i>Appropriate accounting records have been properly kept throughout the year</i>	
Donations	Councils do not have the power to make donations to outside bodies.	All grants made from council funds should be based on a published, standard form such as this .
Payment approval	When payments are approved in the minutes, there is no need to have multiple lists.	The Scribe accounting system has a good summary report that ensures completeness. It should be used.
<i>B</i>	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Minute approval	None of the sets of minutes presented for audit had been initialled on each loose leaf page, as required by LGA 1972.	In advance of approval of the AGAR, and going forward, every page of the minutes should be initialled at the time of approval.
Meeting frequency	QCPC had 23 meetings in the year – significantly more than would be expected for a council of its size.	For best use of officer time, the meeting schedule should be brought into line with the 6-8 meetings per year that is average for similar sized councils.
Finance Committee	The purpose of this committee is unclear – every minuted decision taken is duplicated at full council.	It would make better use of member and officer resources to abolish the committee.
Grants committee	The purpose of the is committee is unclear. Its minutes either duplicate or are duplicated by main meetings.	It would make better use of member and officer resources to abolish the committee.
VAT on sports bookings	The council will soon be taking over sports bookings at the recreation ground.	To ensure that the need for VAT registration is avoided, care should be taken to follow this guidance .
<i>C</i>	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Financial Risk Assessment	The council has adopted H&S risk assessments, but not the required AGAR assessment.	The proforma document is in Section 5 of PG2022 – the council should adapt and adopt it.

D	<i>The precept budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Budget approval	The budget, once approved, is a public document and should be included in the signed minutes.	Please ensure that when the next budget round starts, all documents are transparently published.
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>	
Transferred assets	The council has taken on several items from the recreation area. area charity	These should be added into the register at nominal £1 values and their remaining useful life quantified.
Quotes for capital items	It appears that in some cases, members of the council have sought quotes for works, rather than doing so through the proper officer.	Members of the council have no power to initiate expenditure. All such items should be done by the proper officer.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Obsolete bank accounts	The council has at least one defunct account that increases risk. The FSCS guarantee is not a limit on how much can be held in a single account.	The Nat West Account(s) should be closed and final statement held on file. Risk management is simplified by having less accounts.
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 comply	with this test
M	<i>Public Rights</i>	
DPI forms	The forms on the SCC website are not up to date.	They have a legal obligation to publish the current forms.
N	<i>Publication of prior year AGAR</i>	
	The records of the Council comply	with this test
O	<i>Trust funds</i>	
	The records of the Council comply	with this test
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

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Registered in England No. 7871759

Director: Eleanor S Greene