



JOHN K. MURRAY

TAXATION and ACCOUNTANCY SERVICES

13 SHELLEY CLOSE
WINCHESTER, HANTS
SO22 5AS

Telephone 01962 868031
Fax 01962 620355
Mobile 07850 863612
john.murray233@ntlworld.com

29 May 2015

Dear Wendy,

**Preston Candover & Nutley Parish Council -
Accounts for the year ended 31 March 2015 "Internal Audit"**

I have now completed the "Internal Audit" of your Parish Council Accounts for the year ended 31 March 2015. I have carried out the Internal Audit following the guidelines as documented in the NALC/SLCC Book "Governance and Accountability in Local Councils in England and Wales - A Practitioners' Guide". In particular the Internal Audit has been carried out using "an approach to internal audit testing" contained in Appendix 9 of the 2014 Guide.

The following points arose during the Audit:-

1. It would be helpful if your Budgets – presented to the Council when they discuss the Precept – were attached to the Minutes.
2. I would like to see your full Insurance Documentation next year
3. Your increase in Box 9 should be explained to BDO in your reason for variances despite the fact it is below the 10% limit.

I have noted that the Audit Commission Pro-forma (with details of the Variations and Bank Reconciliation you will be sending off with this) have been adopted by the Parish Council and signed by the Chairman and the Clerk Will you please provide me with a copy of the Pro-forma - Schedules 1, 2 and 4 before they are sent off and Schedule 3 when returned signed by the Audit Commission. Will you also provide me with copies of the Bank Reconciliation, the Explanation of Variances and also a copy of your full set of Accounts? Please ensure that the adoption of the Accounts and the Audit Commission Pro-forma are minuted at the appropriate times - in particular Section 1 and Section 2 of the Pro-forma need to be specifically mentioned within the Minutes and this approval must be by **Full Council** and not by Committee. The receipt of this letter and any action taken on it should also be recorded within the Minutes. Please ensure (and I am sure you will) that the Form is fully completed (including filling in the boxes for the name of the Parish Council) otherwise it may be returned by the External Auditors.

If the Council wishes to discuss any of these points - or any other matter - now or in the future I would be more than happy so to do. Obviously, if the query can be cleared quickly by a 'phone call, then there would be no further charge. If, however, the matter requires some research on my part and/or would take time to resolve then I would have to charge and I would agree this with you beforehand so that there was no misunderstanding.

I enclose my Invoice for the work done so far.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'John K. Murray', written over the 'Yours sincerely,' text.

John K. Murray

Ms. W. Simson
Clerk to Preston Candover & Nutley Parish Council
3 Farriers Close,
Preston Candover
Basingstoke, Hants
RG25 2EZ