



JOHN K. MURRAY

TAXATION and ACCOUNTANCY SERVICES

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24 April 2017.

Dear Wendy,

**Preston Candover & Nutley Parish Council -
Accounts for the year ended 31 March 2017 "Internal Audit"**

I have now completed the "Internal Audit" of your Parish Council Accounts for the year ended 31 March 2018. 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" issued in March/June 2016.

The following points arose during the Audit:-

1. All issues raised in my letter last year have been dealt with.
2. Asset Register – you should show the "frozen" values as well as the insurance values on your paperwork. This will make it easier in future years if you dispose of an asset.
3. Village Hall – there are no invoices from the Village Hall for the two payments you made for meetings during the year. Can you please ensure these are obtained and confirm to me they have been received.
4. I have noted that you have opted out of the Workplace Pension Scheme (your staging date being 1 July 2017).
5. I have also noted that your Salary has not increased – this being a personal matter between you and the Parish Council.
6. Would suggest that all Policy documents – e.g. Standing Orders, Financial Regulations, Risk Assessments are reviewed annually at the Annual Meeting of the Council.

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 not yet 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. Please ensure again this year that section 1 of the Annual Return is approved before Section 2.

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 black ink, appearing to be 'John K. Murray', written over the typed name.

John K. Murray

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