



JOHN K. MURRAY

TAXATION and ACCOUNTANCY SERVICES

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10 April 2018.

Dear Lorraine,

Itchen Stoke & Ovington Parish Council -
Accounts for the year ended 31 March 2018 "Internal Audit

I have now completed the "Internal Audit" of your Parish Council Accounts for the year ended 31 March 2017. 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 2017 and updated in March 2018.

The following points arose during the Audit:-

1. Personnel: I understand that there is no recruitment procedure in place yet. I hope this can be addressed in due course
2. Transparency Protocol. We discussed what documentation needs to go on your Website. As you know this must include the AGAR Forms both for 2016/17 (which is already there) and, in due course, 2017/18
3. Trust Fund. I am pleased the status of the Charity has been resolved and that the Parish Council is, in fact, the Sole Trustee. I note that the administration is working as it should and that the 2017/18 AGAR Forms will reflect this.
4. We discussed the option of the Council opting out of the requirement for a Limited Assurance Audit. This will be discussed at your next Council meeting in May
5. Data Protection. We are both surprised that the Council has not registered with the ICO. This needs to be rectified immediately We also discussed the need for generic email addresses for your Councillors
6. Risk Assessment. We discussed the need for a possible risk assessment for the telephone kiosks but more importantly the need for regular inspection and reporting.

If your Council opts out of the Limited Assurance Audit the next paragraph is partially superfluous BUT I still need copies for my files.

"I have noted that the AGAR Forms (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.

You have provided me with copies of the Bank Reconciliation, the Explanation of Variances and 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.

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 'Yours sincerely,' text.

John K. Murray

Ms. L. Wheeler
Clerk to Itchen Stoke and Ovington Parish Council
3 Rownhams Close
Rownhams
Southampton
SO16 8AF

Annual Internal Audit Report 2017/18

Itchen Stoke & Ovington Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓	

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). *The new clerk has ident find a chanila, which previous was thought that be connected to the PC, has in fact the PC as Sole Trustee. Hence its change in Bank K.*

Date(s) internal audit undertaken

10/04/2018.

Name of person who carried out the internal audit

John Murray DMS CPFA INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

10/04/2018

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).