

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG
023 8077 2341

2nd May 2016

Geoff Wright, Clerk
Hambledon Parish Council
3 Briarwood Close
Fareham
Hants PO16 0PS

Dear Geoff,

Subject: Review of matters arising from Internal Audit for 31 March 2016

Please find below the list of matters arising following your visit on Friday. Overall I found the records of the council to be in extremely good order and that the visit went very well.

Control area	Issue	Recommended Action
Grants awarded	Under the transparency code, the council is required to minute the power under which each grant is made.	This should be done from now on.
Members interests	The council website should include a link to the Members' interest forms on the District Council website to aid transparency.	This should be done over the coming weeks.
VAT reclaim	The VAT reclaim was done to 29 th February rather than the year end.	It may be worth reclaiming half yearly to ensure completeness.
Non council business	It appears from the minutes that the council sometimes discuss and involve themselves in matters for which they have no specific power.	The members need to be aware of spending officer time on such issues.

Please find enclosed my invoice for the agreed fee of £235.

If you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

HAMBLEDON PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	<input checked="" type="checkbox"/>		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT USED
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		Rep

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

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit EDWARD S. GREENE

Signature of person who carried out the internal audit [Signature] Date 29/4/16

*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, internal audit must explain why not (add separate sheets if needed).