

# Do the Numbers Limited

1<sup>st</sup> May 2024

Catherine Horsley, Clerk  
Corfe Mullen Town Council,

Dear Catherine,

## Subject: Review of matters arising from Internal Audit for 31 March 2024

Following my visits to the office today and earlier in the year, please find below the list of matters arising.

I found the records and systems of the council to be in extremely good order.

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 2024](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
VAT partial exemption	The council has taken over running the sports pavilion and has reclaimed VAT on the repairs while not charging it on income.	An analysis shows that the income is over 48% zero rates non business and the total VAT reclaimed is £3505 in the year. No adjustments are required.
Pavilion rebuild	The council is commencing the process of rebuilding the pavilion.	Great care will be needed to ensure compliance with VAT rules on the building. Professional advice should be sought at the earliest stage.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council comply	with this test
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
General reserve	Due to lower than expected expenditure in some areas, the General Reserve of the council is at the very upper end of good practice.	Projects due to commence in 2024/25 will use up some of the funds and replacement staff have been recruited.
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 were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Starters and leavers	It is good practice the leaving date of all departing staff and the name of all	This is both a control over payroll totals and a service to residents.

eleanorgreene@dothenumbers.uk

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Director: Eleanor S Greene

	joining staff.	
<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset de minimis	Several of the purchases classified as assets in the year are of low value and will not be in use for more than one year.	Guidance in the PG suggests a risk assessed de minimis of the order of £250 for items added to the box 9 total.
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
	The records of the council comply	with this test
<i>J</i>	<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
<i>K</i>	<i>Certified Exempt in prior year</i>	
Not applicable to this council		
<i>L</i>	<i>Transparency Code</i>	
	The records of the council comply	with this test
<i>M</i>	<i>Public Rights</i>	
DPI forms	Please ensure that all members of the new council fully and accurately complete their forms this month.	Please remember that only the monitoring officer can redact home address from the form.
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
<i>O</i>	<i>Trust funds</i>	
CMSA Charity 1141499	The change in trustee details have been submitted to th Charity Commission but their records are behind.	All progress towards integrating Pavilion activities into the council and then rebuilding the pavilion need to be clearly recorded.
<i>P</i>	<i>Borrowing</i>	
	No longer applicable to this council	

Please find attached my invoice for the balance of the agreed fee.

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

Regards,



Eleanor S Greene