

Do the Numbers Limited

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Southampton, SO16 5NG

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18th May 2017

Katrina Blee, Clerk
Corfe Mullen Parish Council,
Council Office, Towers Way
Corfe Mullen,
Wimborne,
Dorset BH21 3UD

Dear Katrina,

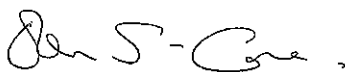
Subject: Review of matters arising from Internal Audit for 31 March 2017

Please find below the list of matters arising from my visit today and earlier in the year. Overall I found the records and systems of the council to be in excellent order and that the visits went very well.

Control	Issue	Recommended Action
Whole council training	The training sessions have taken place but not all members, including the member central to the issue, attended the sessions.	All members should be encouraged to attend any available training so that they are fully able to work within the specific legal framework of a Parish council, for the benefit of all residents.
Social media	There are several active Facebook groups that discuss the actions of CMPC. The council is also supporting a Youth project and working towards the installation of a skate park.	It may be beneficial to the council to have a Facebook account fully under its control that will allow it to engage with those demographics within the community who do not attend meetings.
Quotations for work	The council should ensure that the name of the winning company for all works is minuted.	The tree work contract was awarded without naming the winner.
Capital expenditure/ loan journals	When the journals have been run, the reconciliation between Sage and the Annual return is more complicated.	It may be beneficial to leave the costs in the P&L for all reports and then run the journals immediately before the year end routine to ensure that all numbers balance in a transparent manner.

Please find enclosed my bill for the agreed fee of £700. If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

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Registered in England No. 7871759

Director: Eleanor S Greene