

Do the Numbers Limited

023 8077 2341

28th May 2020

Cally Morris, Clerk
Monk Sherborne Parish Council

Dear Cally,

Subject: Review of matters arising from Internal Audit for 31 March 2020

Please find below the list of matters arising following my review of the files yesterday. The review was carried out during the COVID lockdown and appropriate allowance has been made for such. I found the records of the council to be in excellent order.

Control area	Issue	Recommended Action
VAT reclaim	No VAT reclaim was submitted during the year leaving 2019/20 and 2018/19 and 2017/18 unclaimed.	There is a three year time limit on VAT. Please ensure that a reclaim is submitted shortly and then annual claims made, even if they are for under £100 (guidance here)
October minutes	The minutes of the October meeting were not on the website	Please ensure that all minutes are published, especially of extra meetings.
Grant application process	The council did not make any grants in the year but a transparent policy and form is good practice.	When policies are next being reviewed, the grant application should be updated and uploaded.
Minuted payments	Under the transparency code, each payment of over £100 should be listed on the website (in the minutes). At present the council is only disclosing the bimonthly total.	The minute template should be updated to comply with the Transparency code and best practice.

Please find enclosed my invoice for the agreed fee. If either you or the members of the council have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene