



JOHN K. MURRAY

TAXATION and ACCOUNTANCY SERVICES

13 SHELLEY CLOSE
WINCHESTER, HANTS
SO22 5AS
7 April 2016

Telephone 01962 868031
Fax 01962 620355
Mobile 07850 863612
john.murray233@ntlworld.com

Dear John,

Hursley Parish Council -
Accounts for the year ended 31 March 2016 "Internal Audit"

I have now completed the "Internal Audit" of your Parish Council Accounts for the year ended 31 March 2016. 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". In particular the Internal Audit has been carried out using "an approach to internal audit testing" contained in Appendix 9 of the 2014 Guide. I have also taken into account the draft 2015 Guide, the Guidance given to me in the Public Sector Internal Audit Standards and Section 5 (1) of Statutory Instrument 2015 No 234.

The following points arose during the Audit:-

- Care needs to be taken with this Annual Return. Schedules one and two have swapped over. It is very important that Schedule 1 is dealt with first and that the Minute reference reflects this.
- It appeared, at the Audit that the Green Form in respect of Laurence Edwin Walton was missing from the file. Can you advise me when this has been found?

I have noted that the Audit Commission Pro-forma (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. Will you also provide me with copies of the Bank Reconciliation, the Explanation of Variances and also 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 (see point above). 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 (including filling in the boxes for the name of the Parish Council) otherwise it may be returned by the External Auditors.

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.

Yours sincerely,

John K. Murray

Mt. J. Brooks
Clerk to Hursley Parish Council
31b North End
Hursley
Winchester, Hants
SO21 2JW