

## Do the Numbers Limited

37 Upper Brownhill Road  
Southampton, SO16 5NG

023 8077 2341

27<sup>th</sup> April 2020

Beverley Bridgman , Clerk  
Greywell Parish Council  
Chippington Cottage, Weston Road  
Upton Grey RG25 2RJ

Dear Beverley,

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

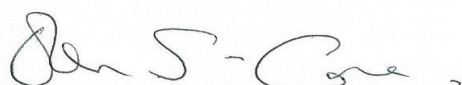
Please find below the list of matters arising following my visit today. The internal audit took place during the COVID lockdown and appropriate allowance has been made for such.

Overall I found the records of the council to be in very good order and I felt that the visit went well.

<b>Control area</b>	<b>Issue</b>	<b>Recommended Action</b>
Confidential minutes	The confidential minute from the October 2019 meeting was not on file at the time of audit.	Due to the change of clerk and contact restrictions, the document was missed from the handover. It will be checked next year.
Website	The new council website is live but is not being picked up by search engines.	It may be worth members and residents tagging the correct domain name onto the map centre of the village so that search engines update their records.
AGAR Box 4	The new guidance is that only wages and tax and NI and pensions should be included in Box 4.	Please amend the spreadsheet formula so that mileage and office expenses go in box 6. The 2020 Box 4 value should be £2073
Earmarked reserves	The council has £13,581 in a reserve relating to Deptford Lane. It is planned that these funds are returned to donors during 2020/21.	It may be worth spreading the payments so that they do not push the council over the audit exemption limit which would incur more cost and time.

Please find attached my bill for the agreed fee. If you or your members have any queries or require further information, please do not hesitate to contact me.

Regards



Eleanor S Greene

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Registered in England No. 7871759

Director: Eleanor S Greene