

# Do the Numbers Limited

19<sup>th</sup> May 2021

David Wheal, Clerk  
Bishopstoke Parish Council  
Parish Office, Riverside  
Bishopstoke, SO50 6LQ

Dear David,

## Subject: Review of matters arising from Internal Audit for 31 March 2021

Please find below a summary of the matters arising from my visits to the office today and earlier in the year. I found the records and systems of the council to be in excellent order.

Control area	Issue	Recommended Action
Bank and deposit accounts	At present the current account is with the Co op and reserves are held on deposit with EBC. There have been known issues with the bank and EBC do not have FSCS cover although the interest rate is competitive.	The council has been looking at alternative providers and might want to consider sector specialists such as <a href="#">CCLA</a> and to look at the providers used by Town Councils to find those who understand the needs of the sector.
Payment listings	Payment listings presented to council are spreadsheets rather than ledger reports. This increases transcription risk.	Over the coming months, officers should assess which direct reports would meet the needs of the council.
Fixed asset register	The asset register is currently held on a spreadsheet rather than integrated with the accounting system.	Over the coming months, all fixed assets should be recorded on an appropriate database.
Memorial Hall	The council has resolved to keep the current building operational while the project to build a new hall is undertaken. This will involve remedial works to ensure the continuity of a community resource.	At all stages of the project, appropriate specialist VAT advice should be sought.  Grant funding is available as well as <a href="#">PWLB loans</a> to ensure that projects can happen in a timely manner.
Members DPI forms	The Borough Council are responsible for holding and publishing all DPI forms.	When all of the new DPI forms have been received, the link to the relevant page on the EBC site should be published.

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

Regards



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