

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG
023 8077 2341

12th May 2021

Shelley Gale, Clerk
Burley Parish Council
Hants SO41 6FT

Dear Shelley,

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

Please find below the list of matters arising following my visit today.

I found the records of the council to be in extremely good order and I felt that the review went well.

| Control area | Issue | Recommended Action |
|---------------------|--|--|
| Minute approval | It is a requirement of LGA 1972 that every page of the minutes is initialled by the Chair | Although the final pages have been signed and dated, the chair should initial all other pages in advance of the AGAR being signed. |
| Reserves | The council has been unable to bring forward existing projects and may have altered the viability of others so the reserves are higher than best practice. | Over the coming months, all reserves and projects should be reviewed for viability and where possible brought forward. |
| | | |

Please find attached my bill for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene