

Do the Numbers Limited
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19th May 2020

Shelley Gale, Clerk
Burley Parish Council
Crispins, Wootton Road
Tiptoe, Lymington
Hants SO41 6FT

Dear Shelley,

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. The internal audit was carried out during the COVID lockdown and allowance has been made for such. Overall I found the records of the council to be in good very order and I felt that the review went well.

Control area	Issue	Recommended Action
Grants	During the year the Council gave a grant directly to the local primary school. Donations to other taxpayer funded bodies are not permitted under s137 (or other council powers)	Please ensure that all grants are made within the list of available powers (see list on page 32 here) Assistance to the school should always be directed through the PTA charity in future.
AGAR Box 4	At the start of the audit there was a difference between the Wages cost in the cashbook and the entry in Box 4 of the AGAR.	The guidance has been updated (see para 2.16 here) and expenses paid to staff should be in box 6
Transparency Code	The updated website does not all include all of the information required under the code (and the FOI act) including the current Asset register and the agenda supporting documents	While lockdown continues, please could members review the Transparency Code requirements (detailed guidance on page 28 here) and notify the Proper Officer of which updates are needed.

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