

Do the Numbers Limited
37 Upper Brownhill Road
Southampton
SO16 5NG

4th June 2021

Chris Read, Clerk
Kings Worthy Parish Council
Fraser Road, Kings Worthy
Winchester,
Hants
SO23 7PJ

Dear Chris,

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 and systems of the council to be in excellent order and the visit went well.

Control area	Issue	Recommended Action
Minute approval	It is a requirement of LGA 1972 that each page of the minutes is initialled by the chair.	Two sets of minutes had not been properly authorised. This should be rectified in advance of approval of the AGAR
Accounting software	The council has used Sage for many years but as it is not specific to parishes, multiple spreadsheets are needed for reporting.	It may be worth the council looking at one of the sector specific packages in time for next year end.

Please find enclosed my invoice for the agreed fee.

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

Regards



Eleanor S Greene