

Do the Numbers Limited

26th May 2020

Daniel Lucas, Clerk
Christchurch Town Council
Old Town Hall, High Street
Christchurch
Dorset BH23 1QA

Dear Dan,

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

Please find below a summary of the matters which remain outstanding from my visits to the office today and earlier in the year. The review was completed during the COVID lockdown and appropriate allowance has been made for such.

It is very pleasing to note that so many of the matters raised at the interim audit are already being addressed and this much shorter report reflects that.

Control area	Issue	Recommended Action
Public participation	Members of the public have been named in the minutes which means their GDPR 'right to be forgotten' cannot be complied with.	Those speaking in an official capacity can be named as their position, but members of the public should be minuted as 'an elector'
Budget approval	When the budget was approved, the council did not minute the actual value of the precept.	In a Town council, the 'Band D' is a secondary figure. The key value is the precept. Please ensure that the template is amended for next year.
Contract values	When the council makes financial commitments – such as the copier contract – the value has not been minuted.	All contract values and value of capital items purchased should be clearly stated in the minutes.
Annual Return	When the council is preparing to complete its AGAR at the end of the year, up to date advice from the External Auditor should be followed closely.	The External Auditor of the council is PKF. Their information page is here.

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

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Director: Eleanor S Greene