

Do the Numbers Limited
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18th May 2015

Claire Inglis, Clerk
Dogmersfield Parish Council
3 Sunnyside, The Street
Crookham Village
Fleet
GU51 5SJ

Dear Claire,

Subject: Review of matters arising from Internal Audit for 31 March 2015

Please find below the list of matters arising following my visit today. I found the records of the council to be in very good order, that the control environment has improved significantly in the last year and the visit went very well.

Control area	Issue	Recommended Action
Pension Autoenrollment	The staging date for the parish council is 1 st July 2017. Between now and then the council needs to understand the impact of the change.	On a six monthly basis the council should review the current legislation status.
Budget	When the budget is approved, the document itself should be included as a signed page of the minutes.	This should be done from next year (raised last year).
Transparency code	The council is covered by the new transparency code. The website covers most aspects well within the rules but the following are needed – a page containing all of the standard documents in PDF form – a page containing the asset register including all land in the Council's title	Between now and the 30 th July deadline the council should update its website.
Cheque stubs	When members sign a cheque, they should also initial the stub in accordance with LGA1972 150(5) – which still applies to cheques.	All stubs should be initialled from now on.

If either you or your members have any queries or require further information, please do not hesitate to contact me. Please find enclosed my invoice for the agreed fee of £155.

Regards



Eleanor S Greene