

Do the Numbers Limited

Southampton

10th November 2017

Claire Commons, Clerk
Shaftesbury Town Council,
Town Hall,
Shaftesbury,
Dorset SP7 8LY

Dear Claire,

Subject: Matters arising from interim Internal Audit year ending 31 March 2018

Further to my visit to the office this week, please find below the matters arising which should be addressed before the next visit..

Control area	Issue	Recommended Action
Bank balances	The bulk of the councils funds are held in the current account with the remainder in an account that offers 0.01% <i>(also raised last two years)</i> The council should aim to keep no more than three months of revenue expenditure in the current account (around £100k)	The council should make better use of the deposit accounts it already has and then make use of "term deposit" accounts to gain some return on funds that are not needed in the short term.
CCLA property fund	This amount is technically a 'fixed asset investment' so should be removed from the bank balances through an expenditure line and included on the fixed asset register.	Any further long term investments into the fund should be correctly allocated on the date they occur.
Debtors ledger	One of the sports clubs appears to be consistently late in paying its bills. <i>(also raised last year)</i>	Members should work with officers to review all debtors on a quarterly basis.
Staff appointments	The council successfully reorganised the office roles during the year but did not clearly minute the appointment dates and terms of new staff.	The name, start date, hours pension status and role of all new staff should be recorded in an open minute. Actual salary may be recorded confidentially.

Please find attached my invoice for the interim bill of £375. I will return to the office in 2018. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene