

Do the Numbers Limited

Southampton

8th May 2019

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

Dear Claire,

Subject: Matters arising from Internal Audit year ending 31 March 2019

Further to my visits to the office today and earlier in the year, please find below the matters arising. I found the records and systems of the council to be in very good order and that the visits went extremely well.

The external audit report from 2017/18 has not yet been signed off due to the time taken to deal with elector queries, but no matters came to my attention which would cause me to have concerns over the current year records.

Control area	Issue	Recommended Action
Commuted sums	The council has received some commuted sums as part of LGR which are currently showing in cash reserves.	These amounts should be moved to the Fixed Asset investments to provide better returns and better reflect their purpose.
Cash handling / EPOS reporting	With the swimming pool season about to start, the councils cash taking risk is about to rise significantly. In the third year of operation, time analysis of swimming pool income would be useful.	Members should ensure that they maintain proper oversight of the card and cash takings at the pool and support officers in maintaining clear controls.
Town hall refurbishment	Funds have been set aside for this work, but it is currently very difficult to quantify in both time and cost.	The council should consider applying some of the earmarked reserves to initial professional fees to allow the project to progress.
Accounting software	The council is still using the RBS Omega software, when most councils have been moved across to the newer Rialtas Suite.	A clear timescale should be agreed for moving the records to the newer, more versatile, accounting software.

Please find attached my invoice for the agreed fee. If either you or your members have any queries, please do not hesitate to contact me.

Regards



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