

Do the Numbers Limited

Southampton

6th May 2021

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

Dear Claire,

Subject: Matters arising from Internal Audit year ending 31 March 2021

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 extremely good order and that the visit went well.

Control area	Issue	Recommended Action
Fixed asset register : land	The council owns 39 plots of land which are currently outside the ledger based register.	Over the coming months, they should be included, each valued at £1
External Audit	The 2017/18 and 2018/19 were signed off this month. 2019/20 remains outstanding.	It is hoped that the prior year return will be cleared, without adjustment, this summer.
Minutes signing / authorisation	At the time of audit, due to COVID lockdowns, not all sets of minutes had been signed (either physically or digitally).	Please ensure that this is done promptly from now on.
Petty Cash / Charge cards	The office petty cash is now hardly used.	It may be worth ceasing the use of office petty cash and getting credit cards (within the standard rules) for relevant officers.
Website	The council has unavoidably had to repopulate its website at short notice. Some links are not fully functional.	Over the coming months, members should review all pages and links and notify the proper officer of any updates needed.

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



Eleanor S Greene