

Do the Numbers Limited  
37 Upper Brownhill Road  
Southampton, SO16 5NG  
023 8077 2341

18<sup>th</sup> May 2020

Jo Gadney, Clerk,  
Barton Stacey Parish Council  
Banyuls, Greenacres  
Barton Stacey  
Winchester  
SO21 3RH

Dear Jo,

**Subject: Matters arising from Internal Audit year ended 31 March 2020**

Please find below the list of matters arising following my visit today.

The review was carried out during the COVID lockdown and allowance has been made for such.

Overall I found the records of the council to be in exemplary order and that the visit went very well.

Control area	Issue	Recommended Action
Box 4 on the AGAR	At the start of the audit, the Wages total in the accounts did not match the supporting records.	The extra entry was recoded, but care should be taken that only wages, NI and pensions are included in Box 4 ( <a href="#">see updated guidance here para 2.16</a> )
Grant application form and grants awarded	The list of grants awarded on the website is not up to date. The Grant application form for the council is not easily found on the website	Although BSPC is a 'gap' council, it would be good practice to ensure that the information is easily available.

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