

Tel: (01202) 870292
Email: JaneppeggykIng@gmail.com

Mrs Jane Stacey
94 St Leonards Farm Park
Ringwood Road
West Moors BH22 0AQ

12 November 2024

Mrs Zoe Caddy
Clerk and Responsible Financial Officer
17 Four Wells Road
Colehill
Dorset BH21 7BA

FAO – Councillor Clare Davison (Chair)

Dear Councillor Davison,

I have reviewed the controls and procedures in place for the accounts up to and including 30 September 2024 in accordance with the guidelines laid down. From extensive testing undertaken and the records examined, I am satisfied that reliance can be placed on the controls and procedures in place.

The following areas were covered as part of this review:

- All invoices were verified to the finance records and bank statements to ensure compliance with the Council's Standing Orders and Financial Regulations.
- The VAT records were checked to ensure compliance with VAT Regulations. VAT reclaims are being made in a timely manner.
- All payments made were agreed to the financial records and bank statements.
- The Asset Register was confirmed as being adequately maintained, regularly reviewed, and that insurance levels are appropriate.
- Bank reconciliations are being undertaken regularly and in a timely manner.
- Salaries and expenses are being properly recorded and authorised with the appropriate bodies paid the correct amounts in respect of deductions and contributions as approved by Members; and
- Expenditure was confirmed as being appropriate to the Service and budgets are being regularly monitored and reported to Members.

Any anomalies identified during this audit have been discussed and resolved with the Clerk. There were a couple of minor issues in respect of the recently adopted Financial Regulations which the Clerk will take forward for Members to discuss further. I am satisfied with the recording of the accounts, which are well maintained. I would like to thank the Clerk for their continued assistance in completing this audit.

Jane P Stacey – AAT, BA(Hons), DipHSW