

TOPLIS ASSOCIATES LTD.

STREETHAY LODGE
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25 May, 2017

The Chairman
Abbots Bromley Parish Council
c/o Mrs S Meads, Clerk
The Hayloft, Marsh Farm
Uttoxeter Road
Abbots Bromley, RUGELEY, Staffs
WS15 3EJ

Dear Councilor

Conclusion of Internal Audit of your Parish Council For the year ended 31st March 2017

Following the completion of my work for the above year we are writing to inform the Council that having carried out the year-end review I have been able to sign the Annual Return card without any qualification.

The independent internal examination of the Councils governance, financial affairs and certification of the 2016-17 Annual Return to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 (as amended) and embodied in the Governance and Accountability Practitioners Guide 2016.

In summary, we covered the following areas in our examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Controls
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures.
- Charitable Trusts

This year we have also added a review your web site to evaluate its conformance to the Local Government Transparency Code for Smaller Councils 2015) which are to be viewed as a minimum standard.

We made two visits during the fiscal year and were accorded with full co-operation by your Clerk. Any issues which we raised with the Clerk during the conduct of our work have either been satisfactorily rectified or are noted below.

A copy of our Internal Audit certification for 2016-17 is attached.

In respect of the new Council year we make the following observations and recommendations for your consideration:

1. We note that you are not carrying forward any ear marked reserves and that the general reserve is very well covered. We would recommend that your council should consider building up a reserve specifically to cover any election costs. This follows a recommendation from Staffordshire Parish Councils Association;
2. We recommend that during the fiscal year your council should review the Risk Assessment to ensure that it still reflects the current environment. Your council should then minute its ratification;
3. During the fiscal year your council should review your Standing Orders and Financial Regulations to ensure that they still reflect the current environment. Your council should then minute that ratification;
4. Copies of both your current Standing Orders, Finance Regulations and Risk Assessment should be displayed on your councils web site;
5. You are reminded that when the council discusses, amends or ratifies significant documents copies should be made available on your web site for members of the public to view. These documents should be either appendices to published minutes and agenda papers or as separate documents on the web site (preferably with a hypertext link to facilitate ease of searching).

It is your Council's responsibility to note these comments and to consider what action should be taken.

Can we take this opportunity to remind you that when the Annual Return card comes back from the External Auditor you do have a duty to display the accompanying notice of Completion of Audit on each of your usual notice boards and on your web site. The complete Annual Return Card and any auditor's comments or qualifications should also be displayed on your web site to allow electors to see the card and read the External Auditors comments if they wish to do so. Please do remember to retain a copy of the notice on file as proof that you have followed the requirements of the Local Government Act. You should also

minute the External Auditors approval of the Annual Return and any comments made and take action where necessary.

I shall make my next visit in October/November but please do not hesitate to contact me should you require advice in the meantime.

Yours sincerely,

A handwritten signature in black ink that reads "Alan Koplis". The signature is written in a cursive style with a prominent, sharp peak on the letter 'A'.