

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

12<sup>th</sup> June 2017

Kim Penna, Clerk  
East Boldre Parish Council  
PO Box 389  
Lymington  
Hants SO41 1BG

Dear Kim,

**Subject: Review of matters arising from Internal Audit for 31 March 2017**

Please find below the list of matters arising following my visit review of the files. I felt that the review went extremely well and that the records and systems of the council are in extremely good order.

Control area	Issue	Recommended Action
VAT reclaim	A VAT reclaim should be submitted every financial year in advance of the audit. <i>(also raised last year)</i>	THE VAT reclaims for the last two years should be brought up to date as soon as possible and then a claim done in April 2018.
Members interests	Please could all members ensure that they include their address on their forms and where none, write none.	Once all of the forms have been checked an updated link to the NFDC website should be added to the EBPC site.
Budget approval	When the budget and precept were approved, no amount was minuted.	The Precept amount should always be minuted and the budget incorporated as a page of the signed minutes.

Please find enclosed my invoice for the agreed fee of £185. If either you or the members of the council have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene