
Richard James

Small Business Accounting & Tax Solutions

Ref: RAJ/O100

1 December 2014

Tim Cann (Financial Reporting Officer)
Clerk to Old Marston Parish Council
8 Nicholas Avenue
Old Marston
Oxford
OX3 0RN

Dear Tim,

Interim Review

I have completed my interim review of the internal controls of Old Marston Parish Council in accordance with the Accounts & Audit Regulations.

My review was planned and conducted based on the 'Standing Orders & Financial Regulations of the Council', and on examination of the underlying source documents supporting the Councils' accounting records for the period to date.

These included a review of the following:

- Income & Expenditure spreadsheets
- Current Bank & Deposit Account statements
- Cheque & Paying-in books
- Minutes
- Budget for 2014/15.
- Payroll records

Recommendations:

I would draw your attention to the amount of Reserves the Council currently holds at date of review, i.e. £231,380. Council has no legal powers to hold revenue reserves in excess of those for reasonable working capital needs unless, otherwise specifically for earmarked purposes e.g planned project expenditure for the 'New Pavilion'. In this case, reserves should be realistic and approved by Council as. An explanation should also be provided to the external auditor with the 'Annual Return when it is submitted.

Should you require any further explanation regarding the outcome of the review, please let me know. I am taking this opportunity to enclose my fee note in respect of the internal audit for your kind attention.

Yours sincerely,

Richard

Richard James

CA

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