

**Do the Numbers Limited**  
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**27<sup>th</sup> April 2020**

Beverley Bridgman , Clerk  
Upton Grey Parish Council  
Chippington Cottage,  
Weston Road  
Upton Grey  
RG25 2RJ

Dear Beverley,

**Subject: Review of matters arising from Internal Audit for 31 March 2020**

Please find below the list of matters arising following my visit today. The internal audit took place during the COVID lockdown and appropriate allowance has been made for such.

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

<b>Control area</b>	<b>Issue</b>	<b>Recommended Action</b>
AGAR Box 4	The update guidance is that only wages, NI and pensions should be in box 4. Office allowance and travel should be in box 6	Plase amend the spreadsheet formulae so that only correct amounts are shown. The 2020 box 4 value should be £7,577

Please find attached my bill for the agreed fee. If you or your members have any queries or require further information, please do not hesitate to contact me.

Regards



Eleanor S Greene