

REPORT TO THE SEAVINGTON PLAYING FIELD ASSOCIATION COMMITTEE

I have reviewed the accounts for the year ended 31 March 2016 from the information and explanations given to me by the Treasurer, David Bennett.

I have not conducted an audit and express no opinion on the accuracy of the accounts except to say I have found nothing adverse but make the following comments.

Inevitably as a small voluntary organisation there is little opportunity for the sort of internal controls common in more substantial organisations. The association therefore necessarily relies heavily on the honesty and integrity of those responsible for custody of the association's assets, paying its expenses or dealing with its income.

This is particularly important in two respects:

- As noted in his report, the Treasurer currently makes on line payments from the two bank current accounts without any second authorisation as would be required for cheque payments. (I understand that withdrawals from the Virgin deposit account require two signatures.)
- Suppliers are increasingly using email to send invoices and these are sometimes approved for payment by email exchanges rather than by signature on an invoice copy.
- The Booking Clerk is responsible for all aspects of bookings, including raising of the invoices which are included in the accounts by the Treasurer.

The Committee should consider whether any changes should be made to improve control in these two areas. In particular I recommend that :

- dual authorisation should be required for on line payments.
- any payments authorised "on line" rather than by actually signing a hard copy invoice should subsequently be approved and minuted at a committee meeting.

I have previously pointed out that, as a charity, the association is able to benefit from valuable tax concessions which mean that its income is effectively tax free provided that HMRC accept the charitable status of all its income generating activities. I have not seen evidence that HMRC accept this. If necessary HMRC should be contacted to regularise the situation.

TONY BERESFORD
8 July 2016