

REPORT TO THE SEAVINGTON PLAYING FIELDS ASSOCIATION COMMITTEE

I have reviewed the accounts for the year ended 31 March 2018 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, which are broadly the same as last year.

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.

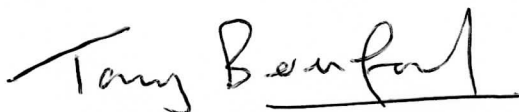
This is particularly important in three respects:

- 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. Control over cash is however improved as most of the SPFA funds are now held in the Virgin deposit account (which requires two signatures for withdrawals) and the second signatory can question the reason for any withdrawal.
- Suppliers are increasingly using email to send invoices and these are often 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 areas. In particular I recommend that :

- dual authorisation should be required for on line payments. If considered appropriate the Treasurer could be authorised to make smaller payments – say under £100 – on sole authorisation
- all invoices authorised for payment by email should be subsequently approved by actually signing a hard copy invoice or by minuting at a committee meeting. Again if considered appropriate this could be limited to larger invoices – say those over £100

I 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. HMRC have now confirmed the charitable status for tax purposes.



TONY BERESFORD 17 July 2018