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Our ref: SJP/AM/P007M/C

22 July 2026

The Connétable
Parish of Brelade
The Parish Hall
La Neuve Route
St Aubin
St Brelade
Jersey
JE3 8BS

Dear Sirs

In accordance with our normal practice we are writing to draw your attention to various matters which arose during the course of our audit of the Parish's accounts for the year ended 30 April 2026.

a) Qualitative aspects of the entity's accounting practices and financial reporting

We have no comments to make concerning the qualitative aspects of the entity's accounting practices and financial reporting.

b) Significant difficulties and findings

We did not encounter any significant difficulties during the audit and there are no significant findings from the audit to draw to your attention.

c) Letter of representation

A draft of the proposed letter of representation is **enclosed**. In all respects the letter is routine.

d) Unadjusted misstatements

There were no unadjusted misstatements determined during the course of our audit, except for those considered to be clearly trivial.

e) Deficiencies in the accounting systems and internal control systems

As you are aware from our letter of engagement, our audit procedures were directed towards testing the accounting systems in operation upon which we have based our assessment of the accounts.

e) Deficiencies in the accounting systems and internal control systems (continued)

During our audit we became aware of the following matters which we wish to bring to your attention:

1. Whilst bank reconciliations were completed during the period, we found that a number of balances carried on the reconciliations were dated. We would emphasise that part of the full reconciliation process would include a review of uncleared items as aged balances may indicate duplicate postings or transactions which an issue that requiring action to be taken.

2. We would recommend a full reconciliation of the GST ledger with historic records as the balance includes amounts which do not relate to currently open or forthcoming claims.

3. Notwithstanding that the methodology for obtaining figures for GST returns is sound and use of external documents is necessary due to the need to include figures from both the Parish and Maison St Brelade ledgers, we have previously recommended the utilisation of the function to "prepare returns" on QuickBooks. Whilst we note that returns are being "filed" on QuickBooks, crystallising the figures, we note that the reports arising are not being used as the basis for submitted returns, with numbers from the "live" reports on QuickBooks being used instead. This does not take advantage of the automatic identification of transactions posted retrospectively to a period following the completion its return. Therefore, items back posted to dates prior to the preparation of the return, contributing to the ongoing balances carried within the GST ledger raised in note 2 above.

   We note the rationalisation of the GST ledgers during the year and the more efficient approach being taken.

4. As best practice, we would recommend a periodic reconciliation of the amount recorded as rates income for the period in the accounting records to the amount detailed as collected per the Rates Management System ('RMS') system. As there is no direct link between the RMS and accounting system, this would identify any discrepancy in the records between the two systems on a timely basis.

5. During our work relating to staff costs copies of signed contracts, up to date formal documentation confirming pay levels or ITIS forms relevant to the period under review were not available for some employees selected. We would suggest that these documents are held for all staff in a readily available form.

6. Given the reduction in the general reserve in recent periods, we would recommend the implementation of a monitoring process to ensure that the funds being used are available from the general reserve. This would allow any potential shortfall to be identified and appropriate actions taken in order to make funds available for general use.

In making our recommendations, we have considered the size of the Parish and the number of staff employed. We shall be glad if you will let us know what steps have been taken in connection with the above points. The matters listed above are only those identified during the audit and are not meant to be a full and accurate reflection of weaknesses that may be present in your system.

f) Expected modifications to the audit report

Within our report we have drawn attention to the Basis of accounting disclosures included within the accounts. Our audit report is not modified in this respect and hence we will be issuing a clean audit report.

g) Other matters

We would recommend a full consideration of the risks arising from Maison St Brelade. This would include consideration as to the form in which the business is held, potentially including the use of formal structures to separate the business of the home from the Parish. In addition, alternative approaches to the management of the business could be considered.

We have discussed with you the fact that we provide accounting services to the Parish in addition to acting as auditors and also the fact that Stephen Phillips has acted as engagement partner for more than ten years. We wish to confirm to you that in our opinion the above matters do not affect our independence as the additional services provided are of a routine compliance nature and management take any decisions where judgement is required and the firm's quality control procedures provide adequate safeguards in respect of the non-audit services. The firm and the audit engagement team have therefore complied with relevant ethical requirements concerning independence.

The purpose of the audit was to enable us to express an opinion on the accounts. The audit included consideration of internal control relevant to the preparation of the accounts in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness on internal control. The matters reported above are limited to those deficiencies that we identified during the audit and that we have concluded are of sufficient importance to merit being reported to those charged with governance. It is not intended to be a full and accurate list of all weaknesses that may be present in your systems and you should not rely on this letter as confirmation of that fact.

Please note that this report has been prepared for the sole use of Constable and Procureurs of the Parish of St Brelade. It must not be disclosed to any third parties, quoted or referred to, without our prior written consent. No responsibility is assumed by us to any other person.

Finally we would take this opportunity to thank you and your staff for their assistance during our audit and if you have any questions, please contact Stephen Phillips.

Yours faithfully
ALEX PICOT