Introduction

This document lists all of the recommendations from the Internal Auditor's Report for 2021/22.

No.	Function/Area	Action	Who	When	Comments / Status
1	Minutes of Meetings	The total amount of expenditure approved at each meeting is recorded in the minutes.	RM	July 22	Done; included in the papers for 28/7/22, and will be thereafter
2		Whilst most minutes have been approved at the next Council meeting, they have not been physically signed and had each page initialled. It is recommended that the Council make provision for the approval and signing and initialling of all minutes as soon as possible.	RM	Apr 22	Done; from April 2022 onwards.
3		The minutes of the meeting on 23 March 2021 do not appear to have been approved at any following meeting. All minutes should be approved at the next meeting, signed and each page initialled.	RM	Sept 22	To Do
4	Policies and Procedures	The Council should re-register with the Information Commissioner's Office (ICO)	RM	Aug 22	This is in hand; ICO have been contacted and asked to remedy the mistake
5		The Council considers documenting the day-to-day procedures that are undertaken by the RFO in order to implement the requirements set out in the Financial Regulations.	RM	Oct 22	
6		The Council draws up a reserves policy setting out the level of general reserves required, and the amounts of reserves earmarked for particular purposes in the future.	BPC	Sep 22	A draft was produced in 2021, but not presented to Council for approval.

7	Bank and Cash	Bank reconciliations should be taken to Council meetings for checking by a Councillor on a quarterly basis. The Councillor should ensure that bank reconciliations are being undertaken regularly and are correct. The Councillor should evidence the check by signing and dating the bank reconciliation.	RM	Sep 22	Will be produced from the Finance System, once this is updated with new Chart of Accounts for 2022/23
8		Direct debits and Standing Orders should be recorded in the cash book on the date they clear the bank. BACS payments should be recorded in the cash book on the BACS transfer date as recorded on the BACS authorisation form, even if the actual payments leave the bank on a different day. Cheques should be recorded in the cash book on the date they are written.	RM	Aug 22	
8	Cash received	The cash received from the toilets should be collected and counted as close to the year end as possible so that an accurate entry can be made in the accounting records as to the amount of cash in hand at the year end. In 2022 the last count was in early March 2022. It would be better if a collection could be made at the end of the financial year.	RM / Cllr Pavlou	Mar 23	

9	Income and Expenditure	Invoices should be filed together and organised in such a way that they can be easily located and the date and evidence of authorisation for payment and the and method of payment can be easily checked. I recommend that invoices are filed in order of the date that they are paid, and that the date of payment and evidence of authorisation of payment are recorded on or with the invoice. The invoice details such as supplier, invoice no. invoice date etc should also be recorded in the cash book to make cross checking simpler.	RM	Aug 22	To be included as part of implementation of Finance System
10		Payment schedules of expenditure each month should be taken to a Council meeting and written evidence of approval is obtained, at the meeting, by a Councillor. Payment schedules should be filed with the minutes of the meetings	RM	Jul 22	Done; presented to July Council Meeting
11	VAT	I can see that a VAT claim for August 2018 to March 2019 was submitted in February 2022 and has been paid by HMRC. It is unclear from the information provided whether a further claim has been made from 1 April 2019, or whether the next claim made is from 1 April 2020. The Council should review the claims that have been made and ensure all periods are covered	RM	Aug 22	A claim was made for 2019-20 on 9th June 2022. A claim for 2020-21 is to be submitted by 31/7/22, and once this is paid the latest claim will be submitted, for 2021-22.
12	Payroll	Pension payment arrears are paid over as soon as possible and are paid over regularly in the future.	RM	Jul 22	Agreed with HR Committee, 5/7/22

13	Risk Assessments and Insurance	The Council has not reviewed, updated and documented its risk assessment during the year to 31 March 2021 nor in the year to 31 March 2022. It should review, update and adopt the risk assessment before 31 March 2023. It is a requirement of the Accounts and Audit (England) Regulations 2015 (as amended) that local councils assess risk at least once a year.	RM / BPC	Sep 22	
14		It appears that the Council may not have a Fidelity Guarantee in its insurance policy. I was unable to see one. The Fidelity is recommended to be equal to the year end balance plus half the precept. The Council should contact its insurers and ensure that a Fidelity Guarantee is included. There is usually very little or no extra cost.	RM	Oct 22	
15	Asset Register	The Council should review and update the asset register at least annually. The figure included on the draft 2021-22 AGAR appears to be based on insurance values which is not correct as previously the figure has been based on cost. I would recommend that assets continue to be included at cost.	RM	Dec 22	To be completed as part of the implementation of the Asset Module of our Finance System.

16	Transparency	I am concerned that there is no reporting to Council or the Finance Committee of expenditure, and no monitoring of expenditure against budget is undertaken at all. The noting of expenditure should occur at each meeting, and there should be regular monitoring of expenditure against budget.	RM	Sep 22	This will be addressed with Items 7 and 10.
17		The Councillors Registers of Interest are not available from the Council's website. Links should be included on the website.	RM	Sep 22	
18	Budgets	A budget was prepared to set the precept for 2021-22 at the meeting on 26 January 2021. I understand from the RFO that the 2022-23 precept was set without a budget being prepared. The Council must ensure that an adequate budget is prepared on which to base the precept for 2023-24.	RM	Sep 22	A budget for 2022-23, with tracking report will be presented to the September Council Meeting, and maintained thereafter

Richard Maccabee, Clerk to the Council, 28th July 2022