



Audit Action Plan, August 2020

Introduction.

An internal audit took place at the end of June 2020 and the auditor published her report on the 7th of July. This document lists the actions required to address the areas identified for improvement in the report.

Function/Area	Action	Owner	Due Date	Status
Minutes of Meetings	Each page to be initialled by the chair	PV/RM	July	Closed
Minutes of Meetings	The amount of expenditure approved to be recorded in the minutes	RM	Sept	Planned
Policies and Procedures	Annual review of tailored Standing Orders	PV/RM	Oct	Planned
Policies and Procedures	Annual review of tailored Fin Regs	CG/RM	Oct	Planned
Policies and Procedures	Generate a reserves policy	CG/RM	Nov	Planned
Policies and Procedures	Document day to day procedures of the RFO	CG/RM	Sept	Planned
Bank and Cash	Bank reconciliations to be carried out on last day of month	RM	Aug	Planned
Bank and Cash	Bank reconciliations to be checked	CG/RM	Aug	Planned
Petty Cash	Enter cash from toilet in accounts	RM	July	Closed
Income and Expenditure	Monthly expenditure schedule to be approved and signed by a Councillor	CG/RM	Aug	Planned
Income and Expenditure	Invoices to be initialled by 2 Councillors to confirm payment	CG/PV	Aug	Planned
VAT reclaim	Submit outstanding VAT claims for 2017-2019	RM	Oct	Started
	For 2019-20	RM	Dec	Planned
Risk Assessments and Insurance	Carry out Risk Assessment for Covid-19 and re-opening after lockdown	RM	Sept	Planned
	Update Risk Management Policy, and institute annual review procedures	RM	Dec	Planned
Asset Register	Confirm adequate Insurance cover	RM	Sept	Planned
Communications	Ensure accurate for AGAR	RM	July	Closed
	Complete regular (annual) update of asset register	CG/RM	Sept	Started
	Update website to comply with parish council transparency and accessibility regulations	RM	Sept	Work in progress
	Implement new Councillor email addresses	RM	Sept	Planned