

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 provides an update on the action plan approved at the August meeting of the Finance Committee

Key:

Complete
Planned, and on target
Progress behind schedule; likely to be late
Late; deadline missed
Future date, no concerns

Columns as approved by Finance Cttee 22/9/20				Update for Finance Committee, 20/10/20		
Function/Area	Action	Owner	Due Date	Status	Comment, 15/10/20	Comments for this meeting
Minutes of Meetings	Each page to be initialled by the chair	PV/RM	July	Closed	Being undertaken consistently	
Minutes of Meetings	The amount of expenditure approved to be recorded in the minutes	RM	Sept	Planned	To be included in the minutes of this meeting, and subsequent Finance Committees	
Policies and Procedures	Annual review of tailored Standing Orders	PV/RM	Oct	Closed	Under discussion for October Council meeting	
Policies and Procedures	Annual review of tailored Fin Regs	CG/RM	Oct	Planned	Under discussion for October Finance Committee meeting	
Policies and Procedures	Generate a reserves policy	CG/RM	Nov	Planned	On agenda for discussion at this meeting, with approval likely in October	
Policies and Procedures	Document day to day procedures of the RFO	CG/RM	Nov	Planned	Not started	
Bank and Cash	Bank reconciliations to be carried out on last day of month	RM	Aug	Closed	Being undertaken consistently	
Bank and Cash	Bank reconciliations to be checked	CG/RM	Aug	Closed	Being undertaken consistently	

Petty Cash	Enter cash from toilet in accounts	RM	July	Closed	Being undertaken consistently	
Income and Expenditure	Monthly expenditure schedule to be approved and signed by a Councillor	CG/RM	Aug	Closed		
Income and Expenditure	Invoices to be initialled by 2 Councillors to confirm payment	CG/PV	Oct	Closed	Will be closed by tomorrow, Wednesday	
VAT reclaim	Submit outstanding VAT claims for 2017-2019	RM	Nov	Started	No progress recently	
	For 2019-20	RM	Dec	Planned		
Risk Assessments and Insurance	Carry out Risk Assessment for Covid-19 and re-opening after lockdown	RM	Nov	Planned	Some risk assessments conducted; but not complete	
	Update Risk Management Policy, and institute annual review procedures	RM	Dec	Planned	In progress	
Asset Register	Confirm adequate Insurance cover	RM	Sept	Closed		
Communications	Ensure accurate for AGAR	RM	July	Closed		
	Complete regular (annual) update of asset register	CG/RM	Dec	Started	In progress	
	Update website to comply with parish council transparency and accessibility regulations	RM	Nov	Work in progress	Councillor Group now in place to oversee, with broad remit. Website ready; mandatory content 70% complete	
	Implement new Councillor email addresses	RM	Oct	Planned	Clerk's email account in place; awaiting time to trial Cllr account	

Richard Maccabee, Clerk to the Council, 15th October 2020