

Finance & General Purposes Committee 22 July 2024

Agenda Item 9 Internal Audit Report Actions

Item	Title from attachment A	Action	Resp / Date
1	Banking login	Mobile phone has been purchased and will remain in office safe. Will be used for passcodes such as HMRC, Debit Card VISA, Co OP Banking payee updates.	July 2024 Complete ✓
2 & 3	Finance Processing & Invoicing	Additional finance hours in office required and will be recruited for once July FC have considered / approved. Suggested 12 hours per week fixed term contract to trail hours needed. Proposed since external job review process and latest internal audit.	September / October 2024
4	Code of Conduct	WPC to review LGA 2020 version and compare to SBCs 2012. WPC model to be updated and adopted with track changes for September meeting. Move away from SBC model.	September 2024
5	Deferred Decisions	WPC (Clerk) to min decisions when they are deferred and be more specific with reasons for deferral an why members are unable to reach a resolution.	Ongoing
6	Minute Approval	Clerk to ensure that all mins have been signed before the next annual review for yearend accounts, carry out own audit. Chairs need to ensure all reports are signed at meetings as well as mins.	Ongoing
7	Internal Audit Report	This audit report will remain on the F&GP agenda each month with adjusted actions until the next internal audit report is produced.	Ongoing
8	Budget Setting	Clerk to contact software provider and ask if changes can be made to the formatting of the budget reports to allow corresponding comments. This would stop the need to transferring data	July 2024 Question asked ✓ Waiting on response
9	Reserves	WPC to hold quarterly pre-scheduled CIL / S106 / EMR meetings to explore new projects to spend funds. Committees are already exploring projects but SBC have since transferred further sums.	Ongoing but to be reduced by end of March 2025
10 & 11	Bank Interest & Savings Accounts	CCLA Account has been opened since previous audit and funds now being transferred. Co Op Complete, Unity and Nationwide to follow.	Ongoing
12	Bad Dets	Clerk to ask Allotments Officer to check any o/s balances against the cash book and establish if any entries are duplications.	October 2024
13	Allotment Income complete	Allotment Officer to add plot numbers onto customer account details and look at re coding the way customer data is entered into OMEGA	October 2024
14	Petty Cash	Reduce the balance of office petty cash down to £50.	September 2024

15	Member officer protocol	WPC to adopt the Civility and Respect Protocol and Clerk to present at the next full council meeting.	September 2024
16	Asset Conditions	Clerk to instruct quarterly audits of the asset register. Currently the register is amended as and when needed or in line with yearend / insurance review. Clerk to ask new finance staff member to take this on.	August 2024 (insurance) October / November 2024
17	Bank Reconciliations	Clerk to minute why bank reconciliations have not been completed rather than deferred. This will reduce now that funds are being moved to one account.	Ongoing
18	Bank Statements	WPC members to spot check accounts once a quarter. This has been completed in the past however not recorded. They need to resume and be recorded /signed.	Ongoing
19	Investment Strategy	Clerk to look at a new investment strategy and adopt a new policy for the September full council meeting.	September 2024
20	Ellendune CC Charity CIO	- WPC to organize first ECC working party meeting in early September. This group will look at staffing, finances, fundraising etc and have an oversight of the community center operations. - Clerk to now produce a copy of the ECC payment schedule to the WPC Finance meetings monthly and ensure that all transactions remain in separate bank accounts. - Any payments made by WPC in kind are to be recorded in WPC accounts under separate cost center code - WPC time spent assisting ECC must also be recorded	September 2024 Ongoing
21	Policies	Currently WPC policies list version control numbering and the date they were approved and due to be reviewed again. WPC need to ensure that the website holds the most up to date version of the policies and that this is audited after each may annual meeting	Ongoing May 2025
22	DPI Forms	Clerk to reprint DPI forms and WPC members to complete again with other details. Clerk to chase up SBC and ensure they are in fact then, uploaded to SBCs website	September 2024
23	Public Rights Dates	AGAR forms are shared and published annually in line with the exercise of public rights dates. These dates now need to be added as an agenda item along with sections 1,2 and 3.	May / June 2025 for next year end.
24	Ellendune Centre	Ellendune CC Administration assistant to check the details of the Charity Commission Website and remove / amend details and previous trustees accordingly.	September 2024