

Internal Audit - Summary Recommendations

c

Action Plan

Objective	Recommendations	Proposed Management Action	Agreed / Proposed Completion Date
B	Improve controls, I would recommend looking for a bank account that allows the clerk to set up payments and two signatories to then authorise. This would improve controls as part of the signatories' role is to double check the BACS details and amounts are entered correctly. At present, with just one person processing all payments there is a higher risk of error. Unity offer this facility as do Lloyds group. Lloyds group also offer the facility to print a record of who authorised each payment.	Council already has Unity Trust Bank Account. Agree approvals and limits and amend via bank mandate	Oct-23
	Use of automated payments such as DDs, SO's should be reviewed regularly, ideally annually	Schedule of automated payments for October 2023	Oct-23
	It would help if the cashbook recorded the following: a unique payment ref e.g. P1-2223, the date payment is recorded in the council minutes as well as the date it debits the bank account and the type of payment e.g. BACS, DD, SO, chq. Identifying which account payment was made from would also be useful	Unique reference number for payments and receipted introduced. Type of payment BACS ,DD ,SO already in use	Completed - June 2023
C	Adopt and minute adoption of the RA.	Reviewed and approved by Full Council 25 May 2023	Completed - May 2023
	Review RA at least annually and when risks change.	Risk Assessments reviewed and updated May 2023. To be reviewed annually	Mar 24 - May 24
D	Closely monitor general unallocated reserve	Reviewed monthly. To be reported to Finance Committee and Full Council quarterly	On going
	Consider setting up reserves for asset maintenance /future replacement e.g. cemetery, street lights, war memorials. I would suggest carrying out a detailed asset condition survey to inform how much to put in these ring-fenced reserves.	To be reviewed as part of the Strategic Plan	Dec-23
E	Consider also issuing invoices for cemetery fees as a further audit trail	None - sufficient process	N/A
G	The council and clerk may wish to explore other pension schemes should the clerk wish to join an alternative scheme	Explore Pension options with Shropshire Council and present financial impact to the Parish Council to consider	Oct-23
H	Check all asset valuations following condition check and also in light of changes to asset valuation basis. I would recommend having professionals value more specialised assets such as the war memorial, street lights.	Review assets valuation and explore firm to undertake valuations	Mar-24
M	It would be easier to navigate the site if the Notice of Exercise of Public Rights was on the Accounts page as well as the Noticeboard page.	Exercise of Public Rights Published on Annual Accounts page on the website	Completed - June 2023