

Action Plan

The external audit of the Annual Return for 31st March 2018 resulted in a report from the auditor BDO which outlined issues arising that should be addressed by Council. This document lists the issues and the actions agreed by Council.

Issue Arising

Actions Planned

Council did not undertake a review of their system of internal control which includes arrangements for the management of risks faced during the year.

The Clerk will present a Risk Assessment for review and adoption by Council at the 6th September 2018 Council meeting.

Council have not maintained an adequate system of internal control. The Council did not have adequate internal oversight of the finances.

The RFO has established a Finance Committee to conduct an Internal Control Checklist twice a year. The first meeting is 6th September 2018 with the second being in March 2019.

Council did not prepare an adequate budget to support and evidence the precept request. There has therefore being no budget monitoring during the year.

The RFO prepared a budget to support the precept request for 2018/19 that takes into account anticipated income and the reserves held. The RFO presented the budget to Council for approval.

Council will monitor spending against budget regularly during the year.

Council does not have an Asset Register and cannot therefore record the costs and values of assets held by the Council.

The Clerk will prepare an Asset Register from information available and Council will agree the proxy cost of each item.

Council has not adopted Standing Orders and Financial Regulations.

Council has now adopted Standing Orders and Financial Regulations are being presented for adoption at Council on 6th September 2018.

Accepted as an Action Plan by Council.

Chairman/Vice-chairman:

Signature:

Date:  6.9.2018.