

Matters Arising from the Internal Audit 2017/18

Control Area	Matter Arising	Action Plan
Bank statements	Signing statements back to the ledger	This action was omitted on three occasions last year, but is now carried out each month.
Payment Listing	No payments or bank balances minutes	Rectified in April and will be presented each month with the full Council agenda.
Electronic payments	Bring in electronic payments	The auditor incorrectly states that the office team is at full strength. This matter will be dealt with as soon as there is office time to do so.
Deposit accounts	Funds should be invested in higher interest accounts	See above
Email and web support	Charges are significantly higher than other councils	The Executive Officer will seek quotations from other suppliers.
Staff appointment	Minute stating terms of staff appointments, on appointment and annually	Pay, hours and pension are minuted annually as part of staff pay review, but not on appointment and this is noted for future appointments.
Fixed asset register	Not updated each time an asset is purchased	It is now up to date
Tenders and quotes	Minute the name and value of all the winners of quotes and tenders	This has now been introduced
Earmarked reserves	Earmarked reserves did not agree to minuted decisions	This is currently being rectified
Annual return calculations	Comments regarding DCK	An alternative accounts support supplier is currently being identified.
Members interests	Home address recorded	Advice sought from Monitoring Officer, who confirmed the policy currently pursued.
Petty cash	Petty cash	The recommendation will be followed
Transparency code	Full agenda pack on the website	This is now being done.