

**St Nicholas with Bonvilston Community Council – Internal Audit Action Plan – year ending 31<sup>st</sup> March 2023**

<b>Matters Raised/Regulations Failed</b>	<b>Proposed Actions</b>
<p>Item 2 &amp; 10 – Payments, including some debit card payments, made before approval at meeting.</p> <p>Item 2 &amp; 4 - Budget Monitoring/Quarterly Budget vs Actual analysis – some actual expenditure went over budgeted amount without virements being approved in advance.</p> <p>Item 2 - Whole Council reviewing/noting bank reconciliations.</p> <p>Item 2 - Use of debit card not well controlled, putting Council funds at risk.</p> <p>Item 2 - VAT return for 22-23 completed – one further VAT payment to claim in next VAT reclaim.</p>	<p>A payment list is added to supporting documents for the meeting and a list with all approved payments inserted into the minutes.</p> <p>Virements to be approved at quarterly budget vs actual analysis when anticipated actual costs will exceed budgeted amount and clearly minuted.</p> <p>At least quarterly, one appointed member, other than the Chairman, to verify, and sign, the bank reconciliation and the bank statement. (Due to holding remote meetings it may not be possible to physically sign the documents but it should be clearly minuted that the appointed member has approved the bank reconciliation and bank statement). <i>The Council needs to agree the appointed member during the <b>June 2023</b> meeting and minute the appointment.</i></p> <p>The debit card specifically restricted for use by Clerk/RFO only – <b>please see Financial Regulation 6.20 – noted in Internal Audit Report</b>. Suggest written email trail kept for authorisation with Chairman or Vice Chairman for purchases below £500.00.</p> <p>Locum RFO will provide the Clerk with the relevant invoice so Clerk can add it to the next VAT reclaim, due to be made at end of year 23-24.</p>
<p><b>Other recommendations from Internal Auditor</b> Clear audit trail of payments and invoices.</p> <p>Proper Cllr allowance/expense form</p>	<p>Recommended to hold a file of sequentially numbered invoices, numbered to relate to the payments in the cashbook. Locum RFO has already prepared this for the start of the financial year 23-24, invoice folder located in the Council’s dropbox account. This sequentially numbered format should be maintained going forward.</p> <p>Produce a proper Cllr allowance/expenses form to be completed and signed when payment approved. Copies to be provided for audit at end of financial year. (Could also be filed in Council’s dropbox account).</p>