

Interim Internal Audit Action Plan 2022-23

Recommendation	Brief comment	Action	Timescale
1. All Council payments and reimbursements should be supported by either an invoice or receipt. (Moderate)	This is general practice and one missing invoice/receipt was discovered relating to £25.95 for the Connecting Kirton project Platinum Jubilee costs.	That all Council payments and reimbursement will be supported by either an invoice or receipt. Internal control will confirm.	Immediate – October 2022
2. The VAT element of all VAT invoices and receipts should be recorded in the cash book for inclusion in the VAT reclaim from HMRC. (Moderate)	This is general practice and three payments had not had the VAT identified in the cash book ahead of preparation and submission of a VAT reclaim. These were £55.43 for paint supplies, £11.26 for Connecting Kirton costs and £4 for Connecting Kirton costs. These are now recorded in the cash book ahead of the preparation and submission of a VAT reclaim.	That the VAT element of all VAT invoices and receipts will be recorded in the cashbook for inclusion in the VAT reclaim from HMRC and that increased diligence by the Clerk and internal control counterchecks by the Council will be put into place.	Immediate – October 2022
3. All charges, or any remission of fees or charges, should be authorised and recorded in the Council's minutes. As recommended last year, all fees and charges must be formally minuted by the Council. This is necessary to enable me to certify to the external auditor that " <i>Expected income was fully received, based on correct prices.</i> " (Major)	The Council were made aware of the recommendations and their responsibilities following the internal auditor's reports received November 2021 and April 2022. See 4, 6 & 7.	That all charges, or any remission of fees or charges will be authorised and recorded in the Council's minutes. All fees and charges will be formally minuted by the Council. Councillors reminded of this responsibility.	Immediate – October 2022.
4. I am required to certify to the External Auditor that " <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked.</i> " To enable me to do this, the Community Sports Register should be made available at the time of audit to enable the income received to be examined and checked against the number of people attending the sessions. (Major)	The community sports sessions "SportZone" are looked after by the Assistant Clerk and a copy of the weekly register of attendance kept by the professional coach is held by the Assistant Clerk; a copy will be made available to the auditor for cross reference checks. It is a requirement that the Council sign off the fees for these sessions on an annual basis.	The Community Sports Register is maintained and will be made available at the time of audit to enable the income received to be examined and checked against the number of people attending the sessions.	Immediate - The register is maintained and available. October 2022.
5. An Allotment Register should be established prior to the commencement of the 2023/24 financial year. (Moderate)	This is in progress but was not completed in time for this interim audit due to current workload and demands on the Clerk's time. The register will be finalised shortly and made available to the auditor.	An Allotment Register is to be established prior to the commencement of the 2023/24 financial year.	Immediate - The register is now established. October 2022.
6. The spreadsheet that identifies the receipts and payments in respect of the Mayor's charitable events should also identify the dates and reference numbers from the cash books for the years that comprise the Civic year. This will then facilitate both reconciliation for the Council and the independent audit of these funds. (Moderate)	The 2019-2022 record was put together without dates and reference numbers from the cash books, however the record developed in 2022 which is ongoing had already included dates for cross referencing. The Clerk agrees adding in the reference numbers from the cash books will further increase the	The spreadsheet that identifies the receipts and payments in respect of the Mayor's charitable events will also identify the dates and reference numbers from the cash books for the years that comprise the Civic year.	Immediate - Dates and payment/receipt references are now added to this spreadsheet as advised by the auditor. October 2022.

	cross checks and this is now ongoing work.		
7. All audit reports should be reviewed by Council and an action plan drawn up, with a timeline for the completion of any recommendations to ensure that any control issues are actioned prior to the certification of the Internal Audit Report on the AGAR. The action plan should be included in the Council's minutes. (Major)	A record of audit recommendations is prepared by the Clerk and presented to the Council with each report received. This includes information about the recommendations and action agreed by the Council. It is a requirement that the Council agree actions and a timeline for the completion of them which can then be included in the minutes.	All audit reports will be reviewed by Council and an action plan drawn up, with a timeline for the completion of any recommendations to ensure that any control issues are actioned prior to the certification of the Internal Audit Report on the AGAR. The action plan will be included in the Council's minutes.	Immediate - The audit report was reviewed at the October Full Council meeting, an action plan was drawn up at that meeting and is included in the minutes of the meeting. October 2022.
8. As a matter of some urgency, the Council should minute confirmation of the remission of the 2022/23 allotment rents and figures for the reduced fees payable for Christmas lights switch-on stall bookings. This must be done prior to the financial year-end to enable me to provide a positive response to the income control objective on the 2022/23 Audit Certificate on the AGAR. (Major)	The agreement for the remission of 2022/23 allotment rents and the figures for the reduced fees payable for the Christmas lights switch-on stall bookings will be minuted by the relevant meetings.	The Council will minute confirmation of the remission of the 2022/23 allotment rents and figures for the reduced fees payable for Christmas lights switch-on stall bookings. This will be done prior to the financial year-end.	The remission of the 2022/23 allotment rents to be minuted under Allotments on the Full Council agenda; the figures related to the Christmas lights switch-on stall bookings will be minuted by the Promoting Kirton Committee. November 2022.
9. The Council's records in respect of the Torksey Trust transactions during the year should be completed prior to the year-end audit. (Moderate)	This is in progress but was not completed in time for this interim audit due to current workload and demands on the Clerk's time. The records will be updated shortly and made available to the auditor at year-end.	The Council's records in respect of the Torksey Trust transactions during the year will be completed prior to the year-end audit. Council reminded of the workload on the Clerk.	Immediate – the records are now up to date. October 2022.
10. If the Council wishes to re-charge the KLASSIC Trust the cost of the Assistant Clerk's time spent on Trust duties, the income the Council receives from the Trust when it is invoiced, should be credited to the staff cost column in the cash book and not added to the income spreadsheet in the cash book. This methodology, of netting the income and expenditure, will have the effect of excluding Trust Fund income and expenditure from the Council's records, and hence the AGAR. (Moderate)	This information is for Council consideration and for action by the Clerk dependent on the decision of the Council on how to proceed.	Noted for consideration.	Any decision to be confirmed by the Council and minuted prior to the end of the financial year.