

# Woodmansey Parish Council

## Audit report 2016-17 Action Plan

Audit report ref	Recommendation from report	Action required	Status
2	The council should adopt the 2016 revised NALC Model Financial Regulations which have been amended to reflect changes in the contracting arrangements for the supply of goods and services. They should also be amended to delete the RFO as a cheque signatory	a. Produce updated Financial Regulations b. Council to adopt	<b>IN PROGRESS</b> Updated Financial Regulations on agenda for May 2017 meeting
2	The council should update its Standing Orders to the revised 2015 NALC Model to reflect the changes in procurement legislation	a. Produce updated Standing Orders b. Council to adopt	<b>IN PROGRESS</b> Updated Standing Orders on agenda for May 2017 meeting
3	Only VAT, and no other forms of taxation, incurred by the council can be included on the VAT return and reclaimed from HMRC.	Clerk to investigate how to rectify error in 2016-17 VAT claim	
3	As the council holds or uses personal information about the public, employees or other people, it is legally obliged to protect that information. The Data Protection Act 1998 requires every organisation that is processing personal information to register with the Information Commissioners Office (ICO), unless they are exempt in respect of crime and taxation purposes. The council should, therefore, ensure that it is registered with the ICO and has paid the standard registration fee of £35.00	a. Clerk to obtain details on how to register with ICO b. Council to approve	<b>IN PROGRESS</b> on May 2017 agenda
3	It should never be assumed that registration for VAT purposes means that all value added tax can be recovered. Owing to the complexity of VAT legislation, it is recommended that advice be sought from HMRC when any new projects are undertaken, significant capital expenditure is being considered or any new matters arise	No current action, but noted for future projects.	N/A

4	The Risk Register should be reviewed for continued relevance and approved by council each financial year.	a. Update Risk Register b. Council to approve	<b>COMPLETE</b> updated register approved in April 2017 meeting
4	The council should arrange for the routine inspection of its assets such as street furniture, bus shelters and the war memorial. The inspections should be documented and any corrective action found to be required should be noted and remedial works undertaken as necessary.	a. Develop schedule for inspections b. Council to adopt and appoint inspector(s)	
4	The council should re-examine its electronic storage arrangements to ensure that it fully meets regulatory and legislative requirements	Current file backup strategy using free Dropbox may not be lawful and other options may need to be investigated	
4	The value of office equipment covered by the insurance policy should be increased to include the council's laptop and printer	Contact insurer and include laptop & printer	<b>COMPLETE</b> Insurance cover increased
4	The council may wish to consider documenting its routine financial and governance procedures to ensure the seamless continuation of these procedures in the event of the unexpected absence of the Clerk	Produce additional Work Practice documents covering areas such as: invoices, budgeting, bank reconciliation, annual audit	<b>IN PROGRESS</b> Some Work Practices already produced
8	The council must ensure that it signs contracts of employment at the commencement of the employment of staff.	a. Noted for future contracts b. Council to sign current Clerk's contract	<b>COMPLETE</b> Clerk's contract signed at April 2017 meeting
8	The payment of allowances quarterly should be authorised and minuted	Council to approve change to quarterly payment	<b>COMPLETE</b> minuted in April 2017 meeting and revised contract signed
8	Overtime calculation sheets should be signed as authorised by the Chairman each time an overtime payment is made	Noted for future overtime payments	N/A

8	HMRC requires employers to submit annual declarations of certain expenses and benefits paid to employees. For example, an employer providing homeworking expenses for its employees has certain tax, National Insurance and reporting obligations. The council should ensure, therefore, that all HMRC guidance is followed and the necessary returns are submitted prior to the statutory deadline. More information in relation to this can be found on “gov.uk/annual reporting and tasks/expenses and benefits.”	Clerk to investigate correct mechanism for payrolling home office allowances	<b>IN PROGRESS</b> as noted by recent HMRC correspondence
9	The council should consider adopting the recommended format for its Asset Register	a. Clerk to investigate recommended format b. Council to adopt revised format	
10	As part of the council's financial control systems regular bank reconciliations should be performed during the year. For a council the size of Woodmansey they should be prepared at least quarterly, presented to council for review and approval and minuted as such.	Amend format of Accounts Report for regular Council meetings to include bank reconciliation	<b>COMPLETE</b> New format report used from May 2017 meeting
10	All bank reconciliations should be signed off and dated by the preparer and presented to council and authorised and dated by the Chairman. The minutes should record the approval of the reconciliations.	Amend format of Accounts Report for regular Council meetings to include bank reconciliation and signing by Chairman	<b>COMPLETE</b> New format report used from May 2017 meeting
11	Boxes 4 and 6 of the Accounting statement on the Annual Return must be amended to reflect the revised guidance received	Home office allowances recategorised as Staff Costs, previously under Administration. Clerk to change the accounting statement to reflect this	<b>COMPLETE</b> Updated statement and end of year accounts to be at May 2017 meeting