

Response to Internal Audit report – May 2022

Auditor Comments:

Dear David,

Subject: Review of matters arising from Internal Audit for 31 March 2022

Following my visits to the office today and earlier in the year, please find below the list of matters arising. The internal audit was carried out in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2022

AGAR Control area	Issue	Recommended Action	Proposed Council Action
B – Minute signing	It is a legal requirement of LGA72 that every page of the minutes is initialled, and the last page signed and dated by the Chair.	In advance of approval of the AGAR, please ensure that this has been done.	The Full Council minutes are already on the Full Council agenda in an earlier item.
H – Fixed Asset Register	The asset register is currently held on a spreadsheet rather than integrated with the accounting system.	Over the coming months, all fixed assets should be recorded on the accounting software	This is already a current project of the Council and will be the priority now the year end accounts are complete.
M – Public Rights: Members DPI forms	The Borough Council do not comply with their legal requirement to publish the DPI forms of Parish Council members (good practice example here)	The council needs to ensure that all DPI forms, including those of recently co opted members, are complete and on the website.	Currently all Register of Interest forms are published on our own website. As usual, they have also been sent to the Borough. In the past the Borough has chosen only to link to our site.