

Internal Audit - Summary Recommendations 2023/24

Objective	Recommendations	Proposed Management Action	Agreed / Proposed Completion Date
B	Consider reviewing Financial Regulations so they are based on the latest NALC model	Finance Regulations updated to reflected NALC latest model (April 2024). Draft ready for review by Finance Committee and then Full Council (September 2024)	Sep-24
	It would help if the cashbook recorded the account which each payment / receipt relates to.	Propose only to state bank account where payment / income is not from the current account	To be agreed
C	Publish the latest Risk Assessment version on line	To be published on the website	Sep-24
D	Closely monitor general unallocated reserve	Already being reviewed monthly . To be	On going
E	Consider issuing invoices for cemetery fees as a further audit trail	Propose to provide a record of all interments within the financial year with payments received	Year end process

Outstanding from 2022/23

B	Improve controls, I would recommend looking for a bank account that allows the clerk to set up payments and two signatories to then authorise. This would improve controls as part of the signatories' role is to double check the BACS details and amounts are entered correctly. At present, with just one person processing all payments there is a higher risk of error. Unity offer this facility as do Lloyds group. Lloyds group also offer the facility to print a record of who authorised each payment.	Council already has Unity Trust Bank Account. Agreed approvals and limits and amend via bank mandate	
G	The council and clerk may wish to explore other pension schemes should the clerk wish to join an alternative scheme	Explore Pension options with Shropshire Council and present financial impact to the Parish Council to consider	On going