

**Recommended Action Plan from the Responsible Financial Officer, following an interim internal audit on 8 and 9 January 2019**

1. Planned training is brought forward for relevant staff to support the addressing at an early stage of any matters required for routine software accounting management and to prepare for the annual return and external audit. There is £2777.08 remaining in the budget for 18/19, although we would wish to maximise the carry forward owing to significant staff and new councillor training needs in 19/20.
2. A debtors system will be implemented and incorporated into training by RBS.
3. The implications of adopting the National Real Living Wage including in relation to contractors is taken account of within the budget. Clarity to be obtained that it was intended that the Council commit to the National Real Living Wage rather than the National Living Wage in relation to contractors and sub-contractors.
4. The s.113 is extended to 31 March 2019 from 31 January 2019 with severance at this stage (WDC contacted in this respect).
5. Following the introduction of a petty cash system, a written policy and procedure, as drafted and recommended by the RFO, is adopted by the Council.
6. The current position on bank signatories is noted by Council.
7. Investment of some element of the Council's funds takes place, whilst maintaining adequate cashflow.
8. A timetable on annual external audit will be created for internal use and will include matters such as when review of internal controls and risk management will take place.
9. Checks are made to ensure that insurance will be in place to cover any additional artefacts taken on by this Council, with appropriate Council expenditure authorisations in place.
10. The tender process for outside contractors is progressed.
11. Council authorisations for surveyor costs for market rent reviews and asset valuations are considered.