

## ABERGAVENNY TOWN COUNCIL

### Recommendations identified in the Internal Audit Report 2018/19 & draft 2019/20 report

Risk	Action to be taken	Completion Date
Further clarification of payment controls during the next major review of Financial Regulations, in order to maintain a consistent approach of compliance	Financial Regulations to be reviewed in 2019/20. Raising of Purchase Orders to be more consistent	Approved 9 <sup>th</sup> October 2019  Ongoing
Continue to ensure that the approval of official waivers to Financial Regulations are justified and approved on limited occasions only	For action by Policy & Resources Committee/Finance Committee	Ongoing
Continue to review recurring contracts and the management of medium term contractual arrangements	Contracts to reviewed by Service Delivery Sub-Committee	
Monitor payroll procedures and processes, in order to safeguard compliance with HMRC and Pension requirements and reaffirm the terms of engagement of the Macebearer	The performance of the payroll provider is being monitored during 2019/20 Council has agreed the Macebearer honorarium for 2019/20 and agreed a review based on future requirements of the role	Terms of Macebearer agreed on 9 <sup>th</sup> Oct commencing April 2020
Continue to undertake appropriate due diligence in future service transfer developments and document existing	Due diligence will be undertaken if the Town Council progresses the asset transfer of the public toilets	Not applicable at present

arrangements in formal signed agreements	SLAs for street cleaning to be revisited by Service Delivery Sub Committee	
Review and approve the levels of General and Earmarked Reserves as at 31 <sup>st</sup> March 2019	Agreed by Council in June 2019 Council meeting.	June 2019
Bank reconciliations should be subjected to specific periodic independent review by a nominated councillor as indicated in the Council's adopted Financial Regulations (para 2.2 refers).	Financial Regs state that the Chair of Policy & Resources to sign reconciliations. To agree whether signing of reconciliation statement is acceptable or whether the nominated Councillor should meet with the Town Clerk to go through the statements in more detail on a quarterly basis	
Secure arrangements for off-site storage of backed-up data should be re-introduced, together with periodic (ideally at least half-yearly) attempts to restore data and ensure its robustness		
Consideration should be given to setting a lower value for formal tender action, ideally in the region of £25,000		Approved in Financial Regulations in by Council 9 <sup>th</sup> October 2019
In order to help ensure effective continuity of service provision and effective financial control in the event of any long-term absence of key officers and in line with best practice, consideration should be given to the development of formalised financial procedures.	Work has started on preparing financial procedures	

<p>The Council should take appropriate steps to further enhance existing controls over the approval and release of expenditure, ideally acquiring and using an appropriately designed rubber certification stamp to be “signed-off” by members when signing cheques, etc., as detailed in the body of the report.</p>	<p>P&amp;R Committee have approved the schedule of regular payments which are then paid by cheque or online. Both require Councillor authorisation. Currently invoices are not signed by a member. A rubber stamp will be ordered and a procedure will need to be put in place to ensure that members sign invoices.</p>	
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