



Tavistock Town Council - Internal Audit Recommendations Status List 2017-18

Audit date	Priority	Observation	Recommendation	Status	Comments
27/10/2017	H	There is no evidence that bank reconciliations have been subject to independent review	Bank reconciliations should be subject to regular independent review and signed as evidence of this review	Complete	Agreed - These will be reviewed by the Town Clerk
27/10/2017	H	It was noted that supporting invoices for two Direct Debit payments had not been signed as required under Financial Regulations 5.5	All invoices to be signed as per Financial Regulations	Complete	Agreed - Instructions issued
27/10/2017	M	The Council holds a small shareholding in one company. An updated schedule of shares and values has not been submitted to Council for review for some time. It was agreed during the audit visit that this would be submitted to next meeting of B&P Committee	Council to note. In future the schedule of shares should be reviewed at least every six months	Complete	Agreed - Annual Review to be undertaken. List considered by Budget & Policy Committee on 14th November 2017
27/10/2017	M	It was noted that an increment that may have been due to one member of staff was not awarded. There was no recorded on this on the employee's file	When decisions are made which affect an employee's terms and conditions a written record of this should be retained on the employee's file	Complete	Agreed - File entry now corrected
27/10/2017	L	There is regular reference to review of debtors in Council Minutes. It was noted that bad debts have been written off but provision for bad debts of £20,175.07 has not been used to cover the cost of these write offs.	The Council should review the provision for bad debts and consider how it is to be used. If the provision is not intended to be used it should be written bank in its entirety to the income and expenditure account	Complete	Agreed - To be reviewed with Accountant