

# APPENDIX B: RECOMMENDATIONS

<b>AUDIT:</b> Tewkesbury Town Council	<b>DATE:</b> June 201 6	<b>AUDITOR:</b> Tewkesbury Borough Council- Internal Audit
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## Recommendations:

CO No	Rec No	Risk (of non implementation)	Recommendation	Action to be taken	Implementation Date	Priority
A	1	Payments and receipts are not recorded within Scribe and a true position of commitments is not reported at bank reconciliation stage.	Payment and receipt transactions should be entered within Scribe as soon as they occur and balances brought forward for the war memorial should be reflected within Scribe.	<ol style="list-style-type: none"> <li>1. Payments and receipts should be entered into Scribe as they occur.</li> <li>2. The balance brought forward for the war memorial should be included within scribe.</li> </ol>		N
B	2	Non-compliance to financial regulations.	The ordering and payment of goods and services should comply with financial regulations e.g. raising of orders and authorisation of payments. (Previous audit recommendation).	<ol style="list-style-type: none"> <li>1. All orders and invoices should be properly authorised and to support this implement an authorised signatory sheet.</li> <li>2. Order books should be completed and the order attached to the invoice prior to payment.</li> <li>3. An exception list of goods and services which do not require orders need to be approved.</li> </ol>		E
B	3	Value for money, contracts not delivering expected service.	Contracts and terms/conditions of works/services should be retained and monitored. To support this, the settings up of a contracts register would prove beneficial (Previous audit recommendation).	<ol style="list-style-type: none"> <li>1. Documentary evidence of the monitoring of contracts should be retained.</li> </ol>		N
B	4	High Value assets not covered by insurance policy in respect of damage	The insurance policy should be reviewed against the asset register to ensure that all appropriate assets are insured. (Previous audit recommendation).	<ol style="list-style-type: none"> <li>2. Once asset register has been updated a check against the insurance policy schedule should be undertaken.</li> <li>3. The risks associated with the street furniture and bus shelters need to be considered in relation to whether or not they should be included within the insurance policy.</li> <li>4. A record of claims should be maintained and reported to council together with any insurance claim trends.</li> </ol>		N

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**N= Necessary** - Could cause limited loss of assets or information or adverse publicity or embarrassment. Necessary for sound internal control and confidence in the system to exist and should be pursued in the short term, ideally within 6 months.

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B	5	Monies being allocated incorrectly and not for agreed purpose.	The purposes for which the contribution of monies to Tewkesbury Museum should be formally established and a reporting mechanism set up which will provide assurance to the council that monies are being spent in accordance with those purposes. (Previous audit recommendation).	1. Monitoring and reporting procedure to be established.		N
B	6	Payments not appropriately authorised	The Financial Regulations adopted by the Council should be adhered to in regards to the processing of the authorisation of payments.	1. The Authorised signatory list should be reviewed, updated and Initials completed.		N
C	7	Key risks not identified and risk adequately considered during decision making.	The current risk assessment should be reviewed. (Previous audit recommendations).	1. The risk assessment should be reviewed and enhancements made in relation to identifying the completion of any mitigating controls and taking into consideration any new risks that emerge i.e. compliance to the Transparency Code.		N
D	8	Overspend of budget headings and inadequate reserves.	In order to enhance the budgetary control process, arrangements should be put in place for the monitoring of reserves and ensuring members are aware of the appropriate budget amounts prior to authorising payments. (Previous audit recommendation).	1. Arrangements should be put in place for the monitoring of reserves this should ensure traceability and be clearly identified within the budget.  2. The amount of general reserve should be annually risk assessed and approved by the council.  3. So that expenditure is not potentially made in excess of the approved amounts at the time of authorising payment the members are aware of the budget to which the payment relates; this information should be added to the payment authorisation stamp affixed to each invoice.		N
E	9	Bank reconciliation is limited	Invoice references and paying in slip references should be consistently	1. Invoice references and paying in slip references should be consistently applied to receipt transactions on Scribe.		N

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			applied to receipt transactions on Scribe			
G	10	Non-compliance to financial regulations	Contracts of employment should be established in respect of staff employed by the town council.	1. Contracts of employment should be established for all staff employed by the town council		N
H	11	Non-compliance to financial regulations	Enhancements should be made to the asset register in order to ensure it is complete, accurate and complies to the Council's Financial Regulations. (Previous audit recommendation).	<ol style="list-style-type: none"> <li>1. Register to include the location of the asset, an asset reference (relevant deed/ title number), purchase details, nature of the interest and any tenancies granted/ rents payable.</li> <li>2. For completeness, a check against the title deeds and/or land registry should be carried out.</li> <li>3. Valuations should be obtained from an appropriately qualified surveyor and a programme of ongoing valuations developed.</li> </ol>		E
	12	Unable to demonstrate regular inspections in the event of an incident and possible insurance claim.	In order to demonstrate that the Town Council has fulfilled its duty of care and to address the associated risks; the inspection of council assets (including council owned trees) should be documented. (Previous audit recommendation)	<ol style="list-style-type: none"> <li>1. Introduce a property inspection sheet</li> <li>2. Introduce a formal tree inspection regime.</li> </ol>		N
	13	Non-compliance to financial regulations	The inventory should continue to be developed. (Previous audit recommendation)	1. A review against the council's insurance policy should be carried out to ensure that all items are included in the inventory and that the actual sums insured against each premises in respect of contents is appropriate.		N
	14	Non-compliance to Local	In order to achieve compliance to the	1. In order to comply with the Local Government		E

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		Government Transparency Code 2015.	Local Government Transparency Code 2015, the required data should be published on the Town Council's website. (Previous audit recommendation)	Transparency Code 2014, the required data should be published; namely:  (a) Expenditure exceeding £500.  (b) Procurement information.  (c) Local authority land and building assets.  (d) Grants paid to voluntary, community and social enterprise organisations.  (e) Pay multiple/ senior salaries.		
I	15	Bank reconciliation not complete	Documentary evidence should be retained of regular bank account reconciliation's to the Scribe system having been carried out throughout the year.	1. Documentary evidence should be retained of regular bank account reconciliation's to the Scribe system having been carried out throughout the year.		N
K	16	Non-compliance with the terms of the trust document	Council Members acting as trustees of the Watson Hall should be provided with a copy of the trust document in order for them to familiarise themselves with their trustee responsibilities and that the terms of trust schedule are met through an annual trust meeting.	1. Council Members acting as trustees of the Watson Hall should be provided with a copy of the trust document in order for them to familiarise themselves with their trustee responsibilities and that the terms of trust schedule are met through an annual trust meeting		N

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