

## **Responses to 2023/24 Internal Audit Recommendations**

### **Maintenance of Accounting Records & Bank Reconciliations**

**R1:** In accordance with the Council's Financial Regulations, all payments made within approved budget headings and under the Clerk's delegated authority are reported to the Council after payment. Any payments falling outside of these parameters are submitted to the Council for approval in advance.

**R2:** All current direct debits are being reviewed and will be reported to Council at the annual meeting. A procedure will be implemented to ensure variable amounts are reported at year-end.

**R3:** The Clerk presents monthly bank reconciliations to Full Council for approval and inclusion in meeting minutes.

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### **Review of Corporate Governance**

**R4:** All agendas are published on the website. however, the current website does not lend itself to publishing supporting documents. To publish supporting documents is not a legal requirement though recommended. Improving the website will be investigated to see if supporting documents can be added.

**R5:** Financial Regulations regarding quote thresholds and purchasing will be strictly followed going forward.

**R6:** The Council is in the process of moving to a new accounting package "Scribe", budget monitoring reports will be compiled and presented to Council at least quarterly.

**R7:** Existing Terms of Reference for all Committees are formally approved, and are stored in the relevant SharePoint folders.

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### **Review of Expenditure**

**R8:** A detailed payment schedule is included with each agenda for councillor review. Going forward, all councillors will be granted read-only access to Scribe, enabling them to view financial entries directly. Invoices, which have been stored in SharePoint since February, will also be uploaded to Scribe and linked to the corresponding transactions for ease of reference and transparency.

**R9:** Payment schedules are numbered sequentially in an excel spreadsheet and stored in SharePoint to support a clear audit trail.

**R10:** Each payment schedule will be signed by the Chair, and recorded in meeting minutes.

**R11:** All invoices will be retained electronically.

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### **Assessment and Management of Risk**

**R12:** The Hall Risk Assessment will be reviewed at the Annual Meeting.

**R13:** The Financial Risk Assessment will be reviewed at the Annual Meeting.

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### **Precept Determination & Budgetary Control**

**R14:** The Clerk will lead the annual budget-setting process with support from the Finance Committee.

**R15:** Council will strictly follow Financial Regulations in relation to budget-setting.

**R16:** Budget and precept figures will be clearly recorded in the minutes.

**R17:** Councillors will be encouraged to complete financial governance training and read the “Governance and Accountability for Local Councils in Wales” guide.

**R18:** The Finance and Governance Toolkit will be completed to identify areas for improvement.

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### **Review of Income**

**R19:** The Clerk will review and report on all longstanding debts, and Council will determine the appropriate actions to recover or write off such debts.

**R20:** The Council will seek VAT advice on leases and hall hire to ensure compliance.

**R21:** A VAT audit is in progress and the Clerk is working with the HMRC to ensure compliance.

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### **Fixed Asset Register**

**R22:** A full asset audit will be conducted during 2025 to verify and update the list of Council-owned assets.

**R23:** A new fixed asset register will be implemented following guidance in the

Governance and Accountability Practitioners Guide for Wales.

**R24:** The total asset value will be reconciled with the Annual Return and properly documented.