

CADEBY PARISH COUNCIL

Annual Internal Auditor Report Recommendations and Actions (agreed in June 2024 meeting)

These actions are in response to the Internal Auditor's findings.

Internal Controls: The Clerk did not have access to the bank account and was unable to keep track of the turnover. This has been remedied with a new bank account.

Risk Assessment: There was no risk assessment carried out during 2023/24, although there were previously.

Periodic Bank Reconciliations: Were not carried out during the year due to the Clerk not being able to access statements regularly.

Actions to remedy the above:

The Clerk presented the auditor's report, the council agreed with the comments and agreed actions to remedy their recommendations:

- Risk assessment – clerk to bring to July meeting.
- Job description – Clerk to source template.
- Bank balance – Council to sign cheque to transfer funds this meeting.
- Bank reconciliation – will be resolved using new online bank account.
- Equal opportunities policy – clerk to source template and bring to July meeting.
- New Financial Regulations – Clerk to circulate for July meeting.