

APPENDIX B HIGH PRIORITY RECOMMENDATIONS

No.	Report Title	Recommendation	Management Response	Responsible Officer	Implementation Date	Implementation Status
1	Garages 2008/09	It is recommended that advice is sought from Accountancy on calculating the expected garages income at the month end based on the number of garages let in the period. The expected garages income is reconciled monthly against the actual income stated on Integra. The monthly garages income reconciliation is signed and dated as reviewed by the Property Manager.	Agreed	Property Manager	April 2009	Not yet due for implementation
2	Grant Funding 2008/09	It is recommended that each quarterly Grant Funding Award payment is raised on a separate pro-forma and not authorised until seven days prior to the due date. The Communications and Partnership Manager should confirm the pre-requisite milestone report has been	Agreed Create a sign off sheet for the front of Pro-Forma's Specify dates milestone reports required on outcome letter.	Communications & Partnership Manager	April 2009	Not yet due for implementation

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		received prior to authorising payment.				
3	Grant Funding 2008/09	It is recommended that the approved Grant Aid payments are reconciled to the General Ledger, Integra, on a quarterly basis by the PPP Team Leader, Co-ordination & Support and reviewed by the Communications & Partnerships Manager. Reconciliation differences should be identified, investigated and appropriate corrective action taken. The reconciliation should be signed and dated as prepared and reviewed.	Agreed Will form part of procedural review.	Communications & Partnership Manager	April 2009	Not yet due for implementation
4	Mortgages 2008/09	It is recommended the Council should request and review certificates of building insurance cover for the mortgage holders, where certificates are not in place appropriate action should be taken.	Agreed	Local Taxation Manager	April 2009	Not yet due for implementation

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5	Taxi Licensing 2008/09	It is recommended that on a monthly basis the Taxi Licensing actual income recorded on the Payment Slip is reconciled to Taxi Licensing Accounts on the Council's accounting system [Integra].	Agreed. IT will be consulted to assist in the implementation of this recommendation. May require further exploration.	Licensing Manager	May 2009	Not yet due for implementation