

APPENDIX C 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	October 2009	Partially Implemented. Wider issue have been identified by Accountancy during the implementation of this recommendation. The implementation date has been extended from April 2009 to October 2009
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	Agreed Create a sign off sheet for the front of Pro-Forma's Specify dates milestone reports	Communications & Partnership Manager	July 2009	Partially Implemented A Pro forma reconciliation sheet and pro forma checklist have been

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		confirm the pre-requisite milestone report has been received prior to authorising payment.	required on outcome letter.			developed and are expected to be used in July 09. The implementation date has been extended from April 2009 to July 2009
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	Agreed Will form part of procedural review.	Communications & Partnership Manager	July 2009	Partially Implemented A Pro forma reconciliation sheet and pro forma checklist have been developed and are expected to be used in July 09. The implementation date has been extended from

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		prepared and reviewed.				April 2009 to July 2009
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	Fully Implemented
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	The Licensing Manager is finalising the solution to implement this recommendation. At the time of this report the implementation date had not passed.
6.	SBC Creditors 2008/09	It is recommended the Exchequer Manager liaises with the System Accountant, to create a report which	Agreed	Exchequer Manager/Systems Accountant	July 2009	Partially Implemented The Exchequer Manager is

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		identifies bank detail changes on Supplier accounts, this report should be checked on a periodic basis against expected changes and any discrepancies highlighted and investigated.				finalising the solution to implement this recommendation. The implementation date has been extended from April 2009 to July 2009.
7.	Treasury Management 2008/09	It is recommended that the Treasury Management procedures are updated so that a designated bank signatory authorises long-term investment transfers. In addition, periodic quality checks should be undertaken to ensure that investments have been authorised in accordance with the Council's Treasury Management procedures.	Agreed. An investment check list will be added to the reverse of the cash sheets which can then be initialled or ticked as appropriate.	Senior Group Accountant	March 2009	Fully Implemented Check list implemented and forms part of the daily cash sheets. Periodic checks have been timetabled to take place quarterly.