

**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	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 Partnership and	Agreed  Create a sign off sheet for the front of Pro-Forma's  Specify dates	Partnerships & Communication Manager	July 2009	Fully Implemented  A Pro forma reconciliation sheet and pro forma checklist

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		Communications Manager should confirm the pre-requisite milestone report has been received prior to authorising payment.	milestone reports required on outcome letter.			has been developed and was implemented for the July 2009 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 Partnerships & Communications 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.	Partnerships & Communication Manager	July 2009	Fully Implemented  A Pro forma reconciliation sheet and pro forma checklist have been developed and was implemented for the July 2009 payment
4	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	Agreed.  IT will be consulted to assist in the implementation	Licensing Manager	May 2009	Partially Implemented  The Licensing Manager is finalising the

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		[Integra].	of this recommendation. May require further exploration.			solution to implement this recommendation. The implementation date has been extended from May 2009 to December 2009.
5.	SBC Creditors 2008/09	It is recommended the Exchequer Manager liaises with the System Accountant, to create a report which 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.	Agreed	Exchequer Manager/Systems Accountant	July 2009	Partially Implemented  The System Accountant has not been able to develop a robust system report to identify bank details changes on Supplier accounts. Approval needs to be sought to procure a consultant to develop a software

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						<p>solution. The implementation date had been previously extended from April 2009 to July 2009. It is now anticipated that this recommendation may not be implemented until 31 March 2010</p>