

KEY RECOMMENDATIONS FROM REPORTS ISSUED
[Bold text in brackets shows the management response]

P1 & P2 AUDIT RECOMMENDATIONS ONLY

BUDGET PROCESS 2005/06

There were no recommendations for improvement

NNDR 2005/06 (Follow up Nov. 2006)

- (P2) Audit Services confirm the differences identified have been resolved and the reconciliation is up to date during the follow up audit.
- (P2) Supervisory spot checks are undertaken on refunds to check that these are valid.
- (P2) As part of the follow up audit, a sample of NNDR write offs on the Academy system are tested to confirm they have been processed in accordance with Financial Regulations.
- (P2) The cumulative position of arrears is monitored and that arrears >£x are reported to committee on a regular basis. [This level to be determined by Head of Service].
[Alternative action agreed: that, given the high collection rate, it was agreed that the Head of Service would monitor the cumulative arrears position.]
- (P2) To enable spot-checking that transfers are valid and to provide an audit trail, notes should be included on the relevant notes screen detailing the reasons for the transfer. Regular supervisory spot checks should be undertaken.
- (P2) It is investigated further to determine whether a report can be set up to highlight any arrears on previous years when a Direct Debit has been set up for the current year. This would highlight any other discrepancies and show whether recovery action was still needed.
- (P2) During the follow up Audit, we confirm accounts have been checked to ensure those with £40 costs outstanding have been reviewed to ensure costs are valid or if they should be removed.

CODE OF CORPORATE GOVERNANCE 2005/06

All findings were reported to 31 May 2006 Audit Committee. Quarterly follow ups will be undertaken of outstanding actions.

BEST VALUE SYSTEM AND PERFORMANCE INDICATORS 2006/07

No further recommendations to make other than to reemphasise the need to meet deadlines for submission of PI's and to carry out quality checks of performance data.