

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

P1 & P2 AUDIT RECOMMENDATIONS ONLY

PFI PAYMENT ARRANGEMENTS (Follow Up Due April 2005)

- (P2) That the invoice be sent to a group e-mail address, so that the information can still be dealt with should there be any absences.
(Group to comprise Head of Finance and Business Development, Unit Accountant, Senior Accountancy Assistant, Head of C&PM, Senior Building Surveyor.) (IMPLEMENTED)
- (P2) That procedure notes are written which detail the steps that need to be followed to ensure that the invoices can be paid on time and income collected, in accordance with the agreement. These procedure notes should cover areas such as any additions or penalty payments, the calculation of interest for late payments and how the grant is claimed from the Government.
- (P2) That a reminder be given to staff to report any items through the appropriate channels that may give rise to reductions in the Unitary Charge payable by the Council. A pro-forma checklist could be placed on the intranet for reporting faults and that this is copied to the Head of Contracts and Projects Management when sent to the Facilities Management helpdesk.
(Original list to be re-issued with sample checklist. The FM contractor is responsible for providing a monthly log of incidents. This is checked by the Head of C & PM. Suggest duplication of helpdesk enquiries to Head of C & PM would use up too much of his time. Monthly list from Caxton could be put on intranet for all to view.)
- (P2) That the Head of Contracts and Projects Management or a designated officer in Property Services carries out an independent check on deductions when the invoice is received.
- (P2) That as part of the procedures recommended in 2.7 that responsibility for checking catering invoices be assigned.
(Orders are placed with Caxton, cost code attached. Invoices are checked by Caxton. I would suggest that these are dealt with direct by finance as costs need to be charged out to codes and codes will also be needed for external bodies where I am recommending that they pay in advance.)

BUDGETARY PROCESS AND CONTROL 2004 05 (Follow Up Due July 2005)

- (P2) That the procedure notes be developed for the preparation of the monthly management accounts once the trial balances have been downloaded from the FMS. These should include key responsibilities and a timetable for their preparation. Also, any additional items such as salary monitoring should be included in these procedure notes.

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MAIN ACCOUNTING SYSTEM 2004 05 (Follow Up Due October 2005)

- (P2) That in the absence of the Accountancy Services Manager the Head of Finance and Business Development ensures that the reconciliations are carried out as soon as possible and reviews workloads when reconciliations become delayed.
(IMPLEMENTED)
- (P2) That Salaries system is amended so that the Travel National Insurance is coded to the Travel Allowance cost codes and not the Gross Salary cost code.
(IT have amended the look up tables but this cannot be tested until the March run is completed.) (IMPLEMENTED)
- (P2) That the Salaries system is amended so that the Car Allowance payments are coded to the Car Allowance cost codes and not the Allowance cost code. **(IMPLEMENTED)**
- (P2) That if the current Salaries system is to continue to be used that the Business Analyst amends the system to ensure that all alterations made will appear on the log. [Payroll systems currently under review.]
(Only personal details are logged. Major IT resource needed, not feasible in the short term. As part of the implementation of monthly salaries for all employees, alternative payroll systems will be considered.)
- (P2) That the Senior Accountancy Assistant and the Accountancy Assistant investigate the reason for the weekly differences on the Wages Costing Control Balance.
(Not agreed. This difference has never been identified but has not been considered material.)
- (P2) That, if second signatories for journals over £30,000 cannot be reinstated, then independent spot checks are carried out and the copy of the journal checked be initialled and dated by the person carrying out the check.
(All journals over £30,000 will be countersigned as the transactions are processed.)