

Internal Audit Report 2024/2025 – Action Plan

Following on from the Internal Auditor's Report for the financial year 2024/2025, the below Action Plan has been compiled to address any recommendations

Ref	Issue Raised by the Auditor	Action	Lead and Timescale
1	Asset Register provided with a column called purchase date where the words entered as e.g. "purchased spring 2024" – can we just enter a date please – it's easier to comprehend and check	It is agreed to make this amendment to the Asset Register	Andrew Towlerton and Julie Allsop and by the end of September 2025
2	I suggested on a previous Audit that a disposals section be added at the bottom of the Asset register – the clarify this is because we check the movement on the assets year on year (24/25 example - £463,452 from 23/24 plus items indicated as additions less a photocopier price does not equal the balance of 24/25). So, whilst we can see from meeting minutes the asset register being discussed, we cannot verify the movement is correct.	It is agreed to add a disposal section to the bottom of the Asset Register as suggested	Andrew Towlerton and Julie Allsop and by the end of September 2025
3	The Favicon for the Council does not appear to be quite as expected (although we do consider this an extremely small point of recommendation)	It is agreed to amend the Favicon make it clearer	Emma Collins and by July 2025 (done)
4	The Scottish Widows account is providing very poor interest rates	Noted. The Council reviewed its investments portfolio in June 2025, including with Scottish Widows. This resulted in several recommendations on how its investments could be maximised. These recommendations are now being actioned	Andrew Towlerton and Laura Tickle and by the end of July 2025

5	The General Reserves are £143K which is approximately 5.5 months of expenditure. The most recent Reserves Policy on the website is dated 2023 and we would recommend this be added onto the review list for 25/26 as it states on the Policy it is due for review in November 2025. We would recommend this policy be reviewed yearly	We can confirm that the Council's reserves position was reviewed in June 2025, and a series of actions agreed. It is agreed that the Investment Policy should be reviewed annually	Andrew Towlerton and Laura Tickle and by the end of September 2025
6	We noticed the return published on the website for 23/24 had a different number for Assets than the report we signed off in June 2024. The Figures on the Accounting Statement should never change after the Internal Audit has been completed. If they do you must contact the Internal Auditor as it could appear we have approved these changed figures, when in fact, we have not	Noted. We have also 'restated' the correct figures on the AGAR for 2024/2025 to avoid any potential confusion	Andrew Towlerton and by the middle of July 2025 (done)
7	The description of the website for the AGAR 23/24 made it difficult to find, in our opinion	It is agreed to amend the description of website as suggested	Emma Collins and by July 2025 (done)
8	The Pension payment for December £2389.24 is different to the DD on the bank – suggest internal review to ensure not different overall in a tax year	It is agreed to undertake the internal review as suggested	Andrew Towlerton and by the end of July 2025