

Audit date	Audit Area	Report signed by auditor	Signed report saved electronically	Actions	Comments	Date actions complete
2022/23	External Audit Report			No Actions Required "On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 3 but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor's response to Internal Control Objective B in which weaknesses were raised regarding compliance with financial regulations."		Complete
16/05/2023	Waterfront RFF	yes	yes	None		Complete
23/05/2023	AGAR	yes	yes	None		Complete
02/06/2023	23-04 Audit & Waterfront RFF	yes	yes	Wages and HMRC account for April need authorising.		Complete
13/06/2023	Waterfront RFF	yes	yes	None		Complete
20/06/2023	AGAR	yes	yes	None		Complete
27/06/2023	23-05 Audit	yes	yes	Wages and HMRC account for May need authorising.		Complete
				Recommendation invoices are authorised on-site	Yes	Complete
10/07/2023	Waterfront RFF	no	yes	None		Complete
20/07/2023	23-06 Audit	yes	yes	Three items not on list of payments but been debited from bank account - CJ events £554.11 29/06, CJ Events £1008 29/06, and Nicholsons £204 26/06	May in error and present on May print out - saved updated electronic print out in 2023 internal audit file	Complete
01/09/2023	23-07 Audit & Waterfront RFF	yes	yes	£252 on the 23-07 reconciliation to be investigated.	Payment to Nicholsons 08/08/23	Complete
22/09/2023	23-08 Audit & Waterfront RFF	yes	yes	£804 difference showing between bank statement and reconciliation	£744 Bright Spark and £60 LALC both paid in September	30/09/2023
09/10/2023	Play Area RFF	yes	yes	None		Complete
27/10/2023	23-09 Audit & Play Area RFF	yes	yes	Three invoices require authorisation signatures - Nest £501.95, Tesco Mobile £15.99 23/08/23, and TCV £420	Signed by Cllr Hillman	06/11/2023
06/11/2023	Financial Regulations Audit	yes	yes	RFO to compile list of actions, with timelines, from audit meeting to be reviewed in January		In progress
24/11/2023	23-10 Audit	yes	yes	Two invoices to be added to the folder - Amazon £59 and Screwfix £23.58	Asked Grounds Manager for copies. Received. Cllrs to sign	Complete

04/12/2023	Data Protection Audit	Yes	Yes	1.Complete GDPR Action Plan including data audit and Appendix 2 of NALC's GDPR Toolkit for local council's August 2022 2.Complete GDPR Audit held on system 3.Set up a reoccurring calendar of document disposal on outlook based on NALC LTN 40 4.Check all staff members have signed privacy notice held on-file 5.Check and delete any redundant payees on the banking system 6.Develop a disposal and retention policy		In progress
14/12/2023	23-11 Audit	Yes	Yes	WLDC business rates invoice to be located. Bank rec discrepancy of £339.01 to be identified		In progress
11/01/2024	23-12 Audit	Yes	Yes	Some invoices need authorising - delays due to Christmas and New Year		In progress
15/02/2024	24-01 Audit			a.LCS IT solutions invoiced dated 05/12/23 £78 needs a second signature. b.Nest invoice dated 12/01/24 for £700.66 needs two signatures. c.HMRC dated 16/01/24 £2367.84 needs two signatures. d.Obram dated 13/07/23 £376.80 needs two signatures.		In progress
22/02/2024	IA of RFF	Yes	Yes	-		Complete
19/03/2024	24-02 Audit	Yes	Yes	-		Complete
10/04/2024	24-03 Audit	Yes	Yes	-		Complete
09/05/2024	IA AGAR	Yes	Yes	-		Complete
23/05/2022	IA Annual Report & AGAR	Yes	Yes	-		Complete