

Audit date	Audit Area	Report signed by auditor	Signed report saved electronically	Actions	Comments	Date actions 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.		
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. Recommendation invoices are authorised on-site	Yes	Complete
10/07/2023	Waterfront RFF	no	unsigned	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		
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	In progress