

FINANCE EXTERNAL AUDIT / INTERNAL AUDIT ACTION PLAN

Summary

Recommendations		Milestones					
Area	No.	No.	Not Agreed	Red	Amber	Green	Green Complete
Budgetary Control							
General Ledger							
Payroll & Expenses	3	3				3	
Financial Planning							
Capital Programme							
Payment & Creditors							
Cash, Bank Treasury							
Financial Reporting							
Income and Debtors	1	1					1
Total	4	4				3	1
Percentage complete						75%	25%

Area: Payroll and Expenses

Action No.	Recommendation Description and Source Document	Responsible Officer	Milestones	Progress to Date	Status		
					Red	Amber	Green
	Ensure all payroll data amendments are supported by authorisation in line with the HR Service Centre Signatory List.	HRSC Manager	29 th May 2020	With HRSC			
	We will update the new starter forms to include evidence of persons who input and review the data in iTrent. We will also ensure consistent use of the new starter form across staff and officers which includes required hours.	HRSC Manager	Dec 2019	With HRSC			
	We will prescribe responsibilities for the leavers process upon implementation of the new duty management system in readiness for the implementation in October 2020. Access rights on the system will also be appropriate for roles assigned.	Head of Payroll and Pensions	31 October 2020	In Progress			

Area: Income and Debtors

Action No.	Recommendation Description and Source Document	Responsible Officer	Milestones	Progress to Date	Status		
					Red	Amber	Green
	The Force ensure that the FFI's contain the latest approved write off authorities and write offs are only accepted based on these authorities	Principal Financial Accountant	31 Dec	FFI have been additionally amended to reflect changes for the 20/21 Financial Year and will signed off by the end of the month			

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