

Droxford Parish Council

Audit Action Plan

	Action	Status	Audit Finding Ref
	<p>Document control</p> <ul style="list-style-type: none"> • Approved minutes of previous meeting to be signed by Chair • Financial payments to be recorded as part of the minutes • Establish annual review of financial regulations, standing orders, and risk assessments • Council Policies to be reviewed – half every 6 months • Council assets register to be reviewed annually • Document publication to be completed in a timely manner and reviewed by the Clerk quarterly 	<ul style="list-style-type: none"> • Implemented • Implemented • To be scheduled • To be scheduled • To be scheduled • To be implemented 	<ul style="list-style-type: none"> • B3 • A1 • B1 • C2 • H1 • D1
	<p>Adopt enhanced IT / software</p> <ul style="list-style-type: none"> • Cloud based accounting tool for accounts, bank reconciliation and quarterly VAT returns to be introduced • Utilise Contract Finder for all procurement >£30,000 inc VAT and reviewed for >£12,000 • Adopt a .gov.uk domain for email addresses and website 	<ul style="list-style-type: none"> • Scribe and Parish Accounts being reviewed • To be agreed • To be agreed at Sept Council 	<ul style="list-style-type: none"> • A3, B6, D2, I1, I2 • B7 • L1