

Appendix 6 – Action Plan

Page no	Recommendation	Priority 1 = Low 2 = Medium 3 = High	Responsibility	Agreed	Comments	Date
	Annual Governance Report 2008/09 - Recommendations					
	R1 Obtain the required information to recognise the Town Council's share of the underlying assets and liabilities of the pension fund at the balance sheet date to comply with the accounting and reporting requirements of Financial Reporting Standard 17, Retirement Benefits. (FRS17).	3	Town Clerk		To be reviewed, evaluated and costed by 31 March 2010	
	R2 Ensure that the Town Council has processes in place to prepare its accounts to meet the 30 September deadline for local government bodies.	3	Town Clerk		Timetable to be in place by 28 February 2010	
	R3 put in place procedures to reconcile Car Parking monies received from SODC to that paid into machines	3	Town Clerk		Internal audit to review twice a year	
	R4 Put in place a Service level agreement with South Oxfordshire District Council in respect of collection of car parking income	2	Town Clerk		By 31 March 2010	

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	R5 Ensure that appropriate payroll and HR records are maintained to support payroll expenditure.	3	Town Clerk		By 31 March 2010	
	R6 Document review of monthly payroll reports	3	Accountant		Started 31 October 2009	
	R7 Ensure that all appropriate assets are supported by Deeds and/or registered at the Land Registry.	3	Town Clerk		Town Hall by 31 March 2010; others by 31 March 2011	
	R8 Review the fixed asset register to ensure that the information is complete, up to date and that all calculations are correct.	2	Accountant		Internal audit to review in April 2010	
	R9 Set up and maintain a record of the Revaluation Reserve balance by asset	2	Accountant		Done 31 March 2009	
	R10 Determine a basis for the allocation of costs between services and Central Services and apply this	2	Accountant		By 31 March 2010	
	R11 Ensure that the Town Council can identify and effectively manage corporate business risks in line with its Risk Management Strategy	3	Town Clerk		Risk management Strategy reviewed annually by Council	

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	R12 Ensure that an Internal Audit function is in place that carries out work to give it assurance over internal control arrangements	3	Town Clerk		Internal Audit to focus on car park receipts, payroll records & fixed assets in 2010-2011.	
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