

Internal Audit – Action Plan 2020/21

Topic	Detail	Action Required	Notes
Precept	No minutes relating to budget setting and setting of precept.	Check minutes for min nos. Precept/budget setting agenda item for January meeting.	
	Minutes to be signed	Ensure Chair signs minute pages at each meeting.	
GDPR	Policy for the website was agreed via minutes.	Check if general policy is in place.	
Payroll	Issue re self employed Clerk	Parish Council have confirmed they are happy with the current arrangements. This has been agreed and in minutes	No further action to be taken
Clerks expenses	Need to maintain accurate records.	Expenses to be recorded on one sheet and ongoing for the year.	
VAT	Some VAT not claimed owing to lack of information	VAT records to be improved, and claimed.	
Financial regs	Policy reviewed on annual basis; minute record required.	All Parish Council policies will be listed and presented to the Parish Council with any recommendations for review	Policies to be reviewed at the March meeting or nearest date.
Public Rights Notice.	No copy available from last year.	Copy to be retained on file for 2019/20.	