

## LISKEARD TOWN COUNCIL

### INTERNAL AUDIT RESPONSE DOCUMENT 2017-18 FINANCIAL YEAR

The purpose of this document is to allow monitoring and evaluation of the recommendations and be returned at the earliest convenient opportunity.

<b>RECOMMENDATION</b>	<b>COUNCIL RESPONSE</b>	<b>MINUTE NO AND DATE</b>
<b>1. It is recommended that Financial Regulations are reviewed at least annually and that the procurement contractual limits are reviewed</b>		
<b>2. It is recommended that the Council undertakes a review of the current arrangements and implements a more robust system of review by members.</b>		
<b>3. It is recommended that the Council introduces an operational manual to complement the Business Continuity Plan in sufficient detail and in key areas, to allow for business continuity in the event of staff absence or resignation.</b>		
<b>4. It is recommended for clarity, that the staff salary spinal points and hours worked are minuted annually at a given point, for example budget setting, so that remuneration is clearly identified and also to confirm how and on what basis the budgeted salary is calculated.</b>		
<b>5. It is recommended that the Council expand the register and include the suggestions in JPAG 5.57</b>		
<b>6. It is recommended that the bank reconciliation with the cash book is reported more frequently to members, possibly monthly, as the bank reconciliation is a key building block to good financial management.</b>		