

Ref	I A Report	Audit Finding	Recommendation	Risk	Management Action	Responsible Officer	Target Date	Progress
BFWD	Nov-18	Fixed Assets - The asset register does not include columns to denote date last physically vouched and condition (good, reasonable, poor).	The asset register should be added to to make this more of a working document by the inclusion of columns to denote a) date last physically vouched, b) condition (good, reasonable, poor).	The Council may not be able to demonstrate compliance with assertion 2 of the Annual Governance Statement that "The authority's assets need to be secured, properly maintained and efficiently managed".	The Council has recognised this weakness (as per BFWD Nov-17) and following successful recruitment, the Council now has in place officers to address this audit finding under the Facilities Manager's lead.	Facilities Manager	31.12.19	In Progress
1	Oct-19	GDPR - The Council has a privacy statement in accordance with GDPR regulations on its website, and users of Council services are generally sign posted to terms and conditions, however there is no sign posting back to the privacy and GDPR statements.	A sentence should be added to the general terms that sign post back to the privacy and GDPR statements.	The Council may not be able to demonstrate fully that it is properly informing the public of their data rights.	The Council will review its general terms and conditions and implement appropriate sign posting to ensure the public is informed of their data rights.	Business and Communications Manager	31.12.19	
2	Oct-19	Bank Reconciliation - The activity of signing the bank statements supporting bank reconciliations by the Chair of the Finance and Governance Committee is not undertaken.	The activity of signing the bank statements supporting bank reconciliations should be completed by the Chair of the Finance and Governance Committee as evidence of review.	The Council may be in breach of its Financial Regulations (clause 2.2) which requires the Chair of the Finance and Governance Committee to sign both the bank reconciliation and the original bank statements.	The Council will request that the Chair of the Finance and Governance Committee signs both the bank reconciliation and the original bank statements as evidence of verification.	Responsible Finance Officer	{Ongoing}	
3	Oct-19	Fixed Assets - Plant and machinery assets are not physically vouched at year end to show assets are being controlled.	As at the year end date of 31 March, a physical stock take of the assets under the heading of plant and machinery should be undertaken, to provide sufficient evidence to show assets are being controlled.	The Council may not be able to demonstrate that its assets are secured, properly maintained and efficiently managed.	The Council will ensure that a physical stock take of all plant and machinery assets is undertaken annually, to provide evidence that assets are being controlled.	Parks Manager	{Ongoing Annually}	