

Appendix 1

Internal Audit Reports Issued in respect of the 2023/24 Internal Audit Plan October 2023 – January 2024

Report Ref	Report Title	Scope and Objectives	Overall Opinion	Date		Number of Recommendations	
				Report Issued	Response Due	Made	Accepted
D003	Expenses and Allowances	To ensure that expenses are paid promptly and accurately and are legitimate	Reasonable	10/10/2023	31/10/2023	5 (1M 4L)	5
D004	Treasury Management	To ensure the relevant strategies are in place and adhered to	Reasonable	16/10/23	6/11/23	1M	1
D005	Climate Change	To ensure that there is a climate change strategy in place and that targets are being worked towards	Substantial	20/10/23	10/11/2023	2L	2
D006	Emergency Planning and Business Continuity	To ensure that there are appropriate measures in place to meet their obligations and to ensure business continuity	Reasonable	13/12/23	11/01/24	2M	2
D007	Freedom of Information	To ensure that FOI requests are answered promptly and that staff are appropriately trained	Reasonable	18/12/23	11/01/2024	2 (1M 1L)	Note 1
D008	Cash and Bank	To ensure all income is received and banked promptly with the appropriate reconciliations taking place	Reasonable	08/01/24	29/01/24	3M	3

Note 1 – Response not received at time of writing Report.

Note 2 – Response not due at time of writing Report