

FARNHAM TOWN COUNCIL



Annex 3 to Appendix C

Report Strategy & Resources

Officers' Comments on Internal Auditor's Report recommendations

1 The Bookkeeper should ensure that Councillor approval emails should be retained in payment run folders. This provides evidence that the payment run was authorised in line with financial regulations. (the bank does not retain records of who authorised payments).

Officers' Comments

Agreed and already implemented.

2 The Council may wish to explore extending the use of the purchase order system on the Rialtas accounting system, to replace the paper purchase orders currently used. This would improve commitment accounting and reduce workload in completing and authorising purchase orders on paper.

Officers' Comments

This is currently being investigated to see if the advantages outweigh some potential disadvantages. The current paper order pads (controlled stationery) mean that orders can be speedily made by officers who are not trained on the Accounting system and can be made immediately for orders made over the phone. The Internal Auditor's proposal could lead to a delay in the ordering of goods or services and/or an increased workload when the bookkeeper is in. Once the review is completed a further discussion will take place with the Internal Auditor with a report back to Strategy & Resources.

3 Fidelity insurance cover is set at £2million. Cash and investment holdings can exceed this balance. recommend that fidelity cover is added to the risk assessment, together with an explanation of mitigating controls in place to prevent transfer of monies above the insurance level out of the Council's bank accounts.

Officers' Comments

This matter was taken up with the Council's Insurers and has been included in the 2023-24 Risk Management Report. The ceiling above £2m who advised that a higher sum needs to be taken up with the underwriter. Strategy & Resources recommend a review and that any adjustment will be made at the Insurance renewal in April.

4 It is recommended that most recent bank statements or contract notes are made available to councillors carrying out the quarterly bank reconciliation review. This would provide assurance as to the location of all Council funds, not only the regularly reconciled accounts.

Officers' Comments

Agreed and being implemented by the bookkeeper

5 Transparency. 'The public view of the website is still not clear and transparency data is not easy to find. This should be reviewed, there is still an issue with how the website presents transparency data.

Officers' Comments

There have been some items that do not translate well from the modern.gov microsite onto the Council's website. This is being considered as part of the Review of the Website which has recently commenced and is being co-ordinated by Julie Jackson.

6 Sum up Card

The Internal Auditor suggested Council review whether charges be applied to cover costs of card supplier.

Strategy & Resources recommend these costs are absorbed with banking charges.