

Kirton in Lindsey Town Council Interim Internal Audit recommendations 2021-22

Recommendation	Brief comment	Action	NOTES
<p>1. All staff costs incurred by the council (with the exception of costs in relation to Trust Funds with their own bank accounts containing funds) whether funded by Precept or by an external grant, should be analysed as staff costs in the cash book for inclusion in box 4, staff costs, on the year-end AGAR; the council may wish to maintain a separate spreadsheet of the costs incurred in respect of the Connecting Kirton project. This would provide Council Members with useful management information regarding the use of the Community Renewal Project Grant funding received from NLC. <i>(Minor)</i></p>	<p>Advice implemented.</p>	<p>Document prepared for members and auditor reference.</p>	<p>DONE</p>
<p>2. A detailed record of receipts and payments in respect of the Mayor's chosen charity(s) should be prepared to support the final payment(s) and made available for audit and verification purposes. <i>(Moderate)</i></p>	<p>Already prepared.</p>	<p>Noted for providing to the Auditor when required.</p>	<p>DONE</p>
<p>3. All charges should be agreed by council and identified on a formal scale of charges, agreed by council, or noted in council minutes. <i>(Moderate)</i></p>	<p>Noted to Council, Full Council meeting November 2021.</p>	<p>Councillors reminded of their responsibilities to agree all charges for a formal scale of charges during relevant meetings.</p>	<p>DONE</p>