

**EASTFIELD TOWN COUNCIL
RESPONSE TO INTERNAL AUDIT**

		By When	By Whom	Update
A	#NAME?			
B	To Purchase Certification stamps	Sep-22	Clerk	
	VAT to be recorded and reclaimed	Sep-22	Clerk/Chairman	
C	Annual Risk Assessment	Updated and adopted Sept 22	Clerk	
	Investigate Insurance renewal	Dec-22		
	Adopt internal control and training	Sep-22	Clerk	
	Monitoring of Assesets	No later than Sept	Clerk/Chairman	
D	Budget Monitoring	2nd Quarter due August 22	Clerk	
E	Recording of other income as a credit	Jun-22	Clerk	
G	Outsource payroll	When paid Clerk in post		
H	Asset register to have column inserted with replacement value	Oct-22	Clerk	
I	Internal Audit testing -			
	Regular bank concilliation to be put in place			
	New systems in place before year end	Start June 22	Clerk	
J	Variance pro forma to be completed	Jun-22	Clerk	