

Appendix 2 – Action Plan

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Completion Date
Financial Statements						
7	R1 Resources within the Finance Department should be reassessed to provide resilience	3	Strategic director, head of finance, chief accountant	Yes	Review of current resources underway	30 Nov 08
7	R2 Arrangements for preparation and review of financial statements should be strengthened to ensure accurate accounts are produced for 2008/09	3	Head of finance, chief accountant	Yes		31 Dec 08
8	R3 The unallocated cash figure within receipts in advance should be investigated and correctly allocated against outstanding debtor accounts.	3	Chief accountant, contractor	Yes	This is being worked on presently	31 Dec 08
Value for money conclusion						
10	R4 The Council should take action to improve arrangements for securing economy, efficiency and effectiveness in its use of resources as follows: <ul style="list-style-type: none"> • Link corporate risks to strategic priorities and develop action plans to manage these risks; • Document procedures for all key financial systems and undertake regular system reconciliations; • Strengthen financial reporting to Members; and • Prepare a capital strategy and asset management plan. 	3	Business improvement manager, strategic director Chief accountant, contractor Strategic director, head of finance, chief accountant Strategic director, chief accountant, principal technical accountant, head of leisure & economic development, strategic property officer	Yes Yes Yes Yes	Strategic risk register already in place This is being reviewed with the contractor Budget monitoring now reported to cabinet 1/4ly This is in the 2008/09 service plan	31 Jan 09 31 Mar 09