

**Items raised by the Internal Auditor for the 6 months  
ending 30<sup>th</sup> September 2021**

**This report from the RFO addresses queries raised by the internal auditor, Mrs Vicky Wapole, in her internal auditor's report (reference Nos given therefore refer to the internal audit report):**

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Signing off overtime etc. All salary payments, claims for overtime and the reimbursement of expenses are reviewed on a monthly basis by the Town Clerk and the RFO. Staff overtime and claims sheets are first reviewed by the relevant line managers and supervisors. In future the Town Clerk will countersign the timesheets, TOIL sheets and expenses claims to provide evidence of review as stipulated under FR 7.3. This had happened historically and revised working procedures (as a result of covid) have allowed this to inadvertently lapse; this will be corrected with immediate effect.

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The timing of the publication of Year End Accounts and the External Auditor's Review is subject to the arrangement of booking the Internal Auditor for the year end. This matter has been raised previously and a report submitted outlining the ways to avoid such occurrences in the future. See December F & E Minutes for further information.

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Now that the new website is in place all the relevant documents have been uploaded. However, there is a need to streamline the arrangement of files to make it more easily accessible and this is in hand.