



Newton and Biggin Parish Council

Internal Audit Report and Action Plan – For approval 29 May 2025 Parish Council Meeting NPC25/05/_____

Following on from the Internal Auditor's Report dated 25th April 2025, the Action Plan below has been compiled to address any recommendations.

	Issue raised by Auditor	Action	Lead and timescale
1	<i>"The internal controls and reporting were carried out in a well-ordered manner and minuted. However, the monthly bank reconciliations were signed by a councillor, but attached sheets were not. I suggest that these sheets be signed or initialled to demonstrate full record of councillor's approval."</i>	Ensure that all documents relating to the monthly bank reconciliation are signed or initialled by the Councillor completing the review and the clerk. This will include the following: <ul style="list-style-type: none">• Monthly bank statement• Scribe monthly list of payments• Scribe monthly list of receipts	RB / RC – commence May 2025 for April bank reconciliation onwards.