

ACTION PLAN

APPENDIX 2

Page/ Para Ref	No	Recommendation	Responsible Officer	Action	Date	Update as at 11/10/02
8/10	9	A review of suppliers on the creditors system should be performed. Where appropriate, duplicate entries should be removed. <i>Priority: Medium</i>	A Allan, IT	This has been planned with IT for some considerable time. A project is now underway to remove one-off suppliers. It is presumed that the example referred related to council tax or NDR refunds where a one-time supplier reference is created each time by the interface. There is no practical alternative to this process.	26 September 2002	Revised date End of December 2002
		<i>Main Accounting</i>				

Page/ Para Ref	No	Recommendation	Responsible Officer	Action	Date	Update as at 11/10/02
8/14	10	Year-end meetings to discuss performance against the close down timetable should be documented. <i>Priority: Low</i>	M Miller	None Required Review ongoing process. If there are any deviations from the timetable they will be followed up by a memo. Statutory Deadline is always met and the letter of receipt kept on file.	31 March 2003	31 March 2003
		Payroll				
9/18	12	An updated and comprehensive list of authorised signatories should be maintained and held by the payroll section. <i>Priority: Medium</i>	M Soudan	The payroll section has always held an authorised signatory list. This is updated annually. However, consideration will be given to updating these 6 monthly.	December 2002	December 2002