

ACTION PLAN

Page/ Para Ref	No	Recommendation	Responsible Officer	Action	Date	Update as at 11/10/02	Update as at 09/01/03
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	The problem is still to be resolved by Oracle the software suppliers. IT is actively pursuing this issue.
		Main Accounting					
9/18	12	An updated and comprehensive authorised signatories list 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	Will be completed by February 2003