

VAT Risk Review Progress Report – February 2015

Appendix 2

	Action Required	Responsible Person	Planned Completion Date	Actual/ Forecast Completion Date	Planned Progress to Date % Complete	Actual Progress To Date % Complete	Status/ Assessment	Comment/ Explanation
	GENERAL							
1	Advise all employees of VAT contact for the Council	Anne Macdougall	31/07/13	31/07/13	100%	100%	Complete	Guidance has been prepared and this will be made available through the HUB to all employees.
2	Provide employees with details of HMRC penalties	Anne Macdougall	31/07/13	31/07/13	100%	100%	Complete	Guidance has been prepared and this will be made available through the HUB to all employees.
3	Provide VAT guidance to all employees for reference	Anne Macdougall	31/07/13	31/07/13	100%	100%	Complete	Guidance has been prepared and this will be made available through the HUB to all employees.
	DEBTORS							
4	Block 15% & 17.5% codes on Debtors system	Jennifer Gorman	31/05/2013	29/04/2013	100%	100%	Complete	Codes blocked on system.
5	Liaise with KPMG re errors on Fees & Charges report	Anne Macdougall	31/08/2013	30/03/14	100%	100%	Complete	Due to resources available we have asked KPMG to complete this review for us. To be completed for issue of 14/15 schedule.
6	Update Maintenance form for setting up codes on systems	Jennifer Gorman/ Ken Wong	28/06/2013	09/07/13	100%	100%	Complete	New form created with improved authorisation procedures.
7	Invoices to be raised within 60 days of supply	Jennifer Gorman	31/10/2013	31/10/2013	100%	100%	Complete	Included in debtors procedure manual and included in A&B Manager training.
8	Look into opt to tax on Land & Property income	Anne Macdougall	31/08/2013	4/11/13	100%	100%	Complete	Estates have been advised to contact finance when new agreements are entered in to at which point we can consider opting to tax.
9	Produce & Review monthly VAT analysis reports	Jennifer Gorman	30/09/2013	31/08/2014	100%	100%	Complete	Reports produced.
	CASH RECEIPTING							
10	Block 15% & 17.5% codes on Cash Receipting system	Ken Wong	28/06/2013	31/05/13	100%	100%	Complete	Codes blocked on system.
11	Update Maintenance form for setting up codes on systems	Jennifer Gorman/ Ken Wong	28/06/2013	09/07/13	100%	100%	Complete	New form created with improved authorisation procedures.

VAT Risk Review Progress Report – February 2015

Appendix 2

	Action Required	Responsible Person	Planned Completion Date	Actual/ Forecast Completion Date	Planned Progress to Date % Complete	Actual Progress To Date % Complete	Status/ Assessment	Comment/ Explanation
12	Review current VAT treatment of existing codes	Anne Macdougall	31/10/2013	31/12/14	100%	100%	Complete	Codes removed.
13	Amend system to prevent users from overriding VAT treatment	Ken Wong	28/06/2013	22/04/13	100%	100%	Unable to complete	Civica have confirmed this is not possible. Risk minimal per action point report 13.
	CREDITORS							
14	Implement system for checking invoices meet VAT invoice conditions & VAT value is correct	Malcolm Bannatyne	31/07/2013	30/09/13	100%	100%	Complete	Creditors staff informed of invoice requirements & impact of the incorrect VAT amount being applied.
15	Review treatment of VAT on Pro forma invoices	Malcolm Bannatyne	14/06/2013	14/06/2013	100%	100%	Complete	Advice provided by KPMG and VAT no longer claimed on Pro-forma invoices.
16	Review treatment of VAT on advance payments	Malcolm Bannatyne	14/06/2013	14/06/2013	100%	100%	Complete	Reviewed by KPMG/HMRC and satisfied they are being treated correctly.
17	Review procedures for coding VAT on refunds	Malcolm Bannatyne	31/08/2013	30/09/13	100%	100%	Complete	Refunds correctly coded and regular checks will be made to ensure the correct code continues to be used.
18	Review treatment of VAT on overseas transactions	Malcolm Bannatyne /Anne Macdougall	30/06/2013	18/06/2013	100%	100%	Complete	A copy of all overseas invoices now passed to VAT contact to ensure they are correctly treated.
19	Issue procedures to purchase card users explaining importance of submitting VAT invoices & liaise with Natwest re VAT recoverable statement.	Malcolm Bannatyne	31/08/2013	30/09/13	100%	100%	Complete	Procedure note now issued but reliance placed on card users to ensure VAT invoices are obtained and submitted. NatWest unable to assist.
20	Review process of receiving VAT invoices from departments	Malcolm Bannatyne	31/08/2013	30/09/13	100%	100%	Complete	Procedure note now issued to departments.
21	Include audit trail on manually amended invoices	Malcolm Bannatyne	31/08/2013	30/09/13	100%	100%	Complete	Checks done to ensure any manual changes to invoices have full audit trail.
22	Review process of claiming VAT on mileage payments	Malcolm Bannatyne	18/06/2013	31/08/14	100%	80%	Complete	Ongoing discussions with Resourcelink. Solutions have been identified and will be implemented after discussion with KPMG.
	Action Required	Responsible	Planned	Actual/	Planned	Actual	Status/	Comment/ Explanation

VAT Risk Review Progress Report – February 2015

Appendix 2

		Person	Completion Date	Forecast Completion Date	Progress to Date % Complete	Progress To Date % Complete	Assessment	
	<u>VAT RETURN</u>							
23	Arrange appropriate cover for VAT return preparation	Anne Macdougall	30/06/2013	18/06/2013	100%	100%	Complete	Second member of staff has been trained to cover this task.
24	Include reasonableness check for Output Tax declared	Anne Macdougall	31/05/2013	17/05/2013	100%	100%	Complete	Reasonableness check added to VAT return spreadsheet and variance checked monthly.