

Bramfield and Thorington Parish Council

Internal Audit Report Response & Action Plan 2023/24 - 24 June 2024

There were a number of recommendations/comments encouraging further action included in the Council's internal audit report for 2023/24, dated 6th June 2024, prepared by Suffolk Association of Local Councils. The following responses and actions were agreed by the Council on 24 June 2024:

++	Comment/Recommendation	Action
Section 2 – Financial Regulation and Standing Orders	It is noted that the Procurement Threshold for Standing Orders is £25,000 and for Financial Regulations are £30,000. Both of these should be the same.	Update the Standing Orders to £30,000
Section 5 - Budgetary controls	Council should be mindful of the guidance as issued by Proper Practices which state that it is regarded as acceptable for a council's general (non-earmarked revenue) reserves to be equal to 3 to 12 months of Net Revenue Expenditure. There is no upper limit for Earmarked Reserves, but they should be held for genuine and intended purposes and their level subject to regular review and justification (at least annually).	Action an agenda Item March and Sept each year to review earmarked reserves
Section 12 – Internal Audit	Appoint an Internal Auditor annually. This should be recorded in your minutes	Ensure this is an agenda item
Section 14 – Additional Information:	1. Under the 'Explanation of No variances' the figures for 2022/2023 have been amended on the AGAR Accounting Statement 2023/2024. Please add 'restated' by those figures	Update 2023/2024 AGAR
	2. Please add a link to the District Authority's website the Register of Interest on your Parish Council website.	Add link to Website