

MIDDLETON STONEY PARISH COUNCIL

INTERNAL AUDIT ACTION PLAN FOR 2023 – 2024

Action Required	Date Completed & Minuted
Risk Assessment - Asset List, Financial Controls in place, correct Insurance levels ready for next year	
Internal Financial Controls – To support the financial Risk Assessment section	
Electronic Data – Backup system required – Hard Drive	
Asset List – for risk assessment, to make sure all equipment and assets are checked twice a year for damage etc.	
Financial Regulations – based on the NALC Model	
New Code of Conduct Policy	
VAT Returns – Need to re-register	
Registration with the ICO – urgently required, to protect the Parish against any Data Protection Breach	
Variations - should be published on the Website – end-of-year accounts.	
Policies – Need to be required and updated	
Website – updated with all minutes/Agenda and Finance information	