

# MIDDLETON STONEY PARISH COUNCIL

## INTERNAL AUDIT ACTION PLAN FOR 2023 – 2024

Action Required	Date Completed & Minuted
<b>Risk Assessment</b> - Asset List, Financial Controls in place, correct Insurance levels ready for next year	Ref 04/23 13 <sup>th</sup> Sept 2023
<b>Internal Financial Controls</b> – To support the financial Risk Assessment section	Ref 04/23 13 <sup>th</sup> Sept 2023
<b>Electronic Data</b> – Backup system required – Hard Drive	
<b>Asset List</b> – for risk assessment, to make sure all equipment and assets are checked twice a year for damage etc.	Ref 04/23 13 <sup>th</sup> Sept 2023
<b>Financial Regulations</b> – based on the NALC Model	Ref 04/23 13 <sup>th</sup> Sept 2023
<b>New Code of Conduct Policy</b>	
<b>VAT Returns</b> – Need to re-register	
<b>Registration with the ICO</b> – urgently required, to protect the Parish against any Data Protection Breach	
<b>Variations</b> - should be published on the Website – end-of-year accounts.	
<b>Policies</b> – Need to be required and updated	Ref 04/23 13 <sup>th</sup> Sept 2023
<b>Website</b> – updated with all minutes/Agenda and Finance information	Done - August