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	Ref 04/23 13th Sept 2023
Internal Financial Controls – To support the financial Risk Assessment section	Ref 04/23 13th Sept 2023
Electronic Data – Backup system required – Hard Drive	Brought a Hard Drive
Asset List – for risk assessment, to make sure all equipment and assets are checked twice a year for damage etc.	Ref 04/23 13th Sept 2023
Financial Regulations – based on the NALC Model	Ref 04/23 13th Sept 2023
New Code of Conduct Policy	Ref 06/23 18th Jan 2024
VAT Returns – Need to re-register	February 2024 Ref: 07/24 – Mar 2024
Registration with the ICO – urgently required, to protect the Parish against any Data Protection Breach	Set up – Jan 2024
Variances - should be published on the Website – end-of-year accounts.	
Policies – Need to be required and updated	Ref 04/23 13th Sept 2023
Website – updated with all minutes/Agenda and Finance information	Done - August