

**GALILEO ACTIONS REPORT - BY REVISED TARGET DATE 29th AUGUST 2008**

Revised Target Date	Business Unit	Name	Recommendation Desc	Priority	Completion Responsibility	Management Comment	Updated Management Response
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**12+ MONTHS OVERDUE**

31/03/2007	03.43 - Corporate Resources/Financial Services	054.1/2007 - Fixed Asset Register - Audit for 2007	The Balance Sheet entries should be supported by asset registers	Medium	Andrew Small, Accountancy Manager	Andrew Small – As this depends on the update and review of financial regulations this is unlikely to take place before financial accounts for 07/08. Tony Skeggs will devise a one-page form for certain Heads of Service (HoS) to complete for the assets under their control including acquisitions and disposals during the year. This information will be the certification from the HoS/Managers which supports the Balance Sheet information and values.	Will be introduced for 2008/09 Accounts.
31/05/2007	03.43 - Corporate Resources/Financial Services	054.1/2007 - Fixed Asset Register - Audit for 2007	Financial Procedure Rules should contain Asset Management guidance	Medium	Andrew Small, Accountancy Manager	The Financial Regulations are due for a formal 5 year review and the section relating to Asset Management will be updated as part of this exercise.	This will be included in review of financial regulations. Suggested target date for this review in September 2009. The extended date is necessary because the revised regulations need to be reviewed by Corporate Team and submitted to full Council for approval.

**6-9 MONTHS OVERDUE**

31/01/2008	01.26 - Corporate/Value For Money	026.1/2008 - Charging Policy - Audit for 2008	Mechanism by which annual charging review is undertaken	Medium	Andrew Small, Head of Finance	Heads of Service are to be provided with a checklist on how the review of charges is to be undertaken and evidenced.	The will be included in the review of Financial Regulations. Target Date suggested September 2009.
31/01/2008	01.26 - Corporate/Value For Money	026.1/2008 - Charging Policy - Audit for 2008	Mechanism is needed to verify compliance with the Charging Policy	Medium	Andrew Small, Head of Finance	Compliance mechanism to be achieved through budget-setting and service planning process. Costing out charges should increase Managers understanding of their budget position. Completion of the templates in consultation with their accountant should ensure Charging Policy is complied with. Policy and Planning to be consulted to ensure that the template for Service Planning will enable Services to evidence how they have complied with the Charging Policy.	Evidence of compliance will be included in the review of Financial Regulations. Target date suggested September 2009.

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31/01/2008	03.44 - Corporate Resources/IT Services	072.1/2008 - Disposal of IT Assets - Audit for 2008	IT need to be systematic in maintaining E-mail and financial records of batches of equipment sent for disposal	Medium	Jon Mackenzie, Computer Services Manager	We will determine with Records Management the best procedure for storing the electronic and paper documents involved in the disposal. Process determined by end of December 07	
31/01/2008	03.44 - Corporate Resources/IT Services	072.1/2008 - Disposal of IT Assets - Audit for 2008	Review of the spreadsheet of equipment to be sent to "End of the Line"	Medium	Jon Mackenzie, Computer Services Manager	The CSM will confirm via email to the TSO that the list of items to be disposed of is correct. This email will be stored as part of the records management process to be determined in point 2.	
31/01/2008	01.26 - Corporate/Value For Money	026.1/2008 - Charging Policy - Audit for 2008	Charging Policy needs to be updated and communicated	Medium	Andrew Small, Head of Finance	Charging Policy to be updated and communicated to relevant management. Expanded guidance to be given on costing and a description of current charging legislation. Costing of fees and charges to be facilitated by the use of a template, to be completed by manager in consultation with the relevant Accountant. Copies of completed templates to be held by Accountancy.	New procedures have been drafted and charging will be considered as part of the budget setting process for 2008/09. Final review and issue of policy will form part of the Financial Regulations review. Target Date Sept 2009.

**3-6 MONTHS OVERDUE**

31/03/2008	01.02 - Corporate/Corporate Governance/Corporate	025.2/2008 - Annual Governance Statement - Audit for 2008	Updating of procedure notes for financial sub systems need to be done.	Low	Andrew Small, Head of Finance	This will be included in the review of Financial Regulations. Target date suggested September 2009.	
30/04/2008	03.43 - Corporate Resources/Financial Services	053.1/2008 - Treasury Management - Audit for 2008	Members should be asked what information they want to receive relating to Treasury Management.	Low	Andrew Small Accountancy Manager	Andrew Small 20th March 2008 Agreed – Will discuss this with the Head of Finance.	This question will be raised at the next Resources Scrutiny Committee meeting.

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31/03/2008	06.70 - External Inspections	601.1/2008 - External Audit Tracker - External Audit	Standing Orders & Standing Financial Instructions	Medium	Andrew Small, Accountancy Manager	Sept 2007 - Contract regulations and standing orders reviewed. Financial Regulations reviewed but currently in draft. Not yet presented to Council for approval. Jan 2006 - Financial Instructions are currently being reviewed to compare with CIPFA's good practice model. Any changes will not be approved by Council until late summer at the earliest. Any revision needs to be approved by Full Council and therefore needs to be fitted into their plan of business. Probably the earliest opportunity is now March 2005.	New Head of Finance will be progressing this. Note that some review work has already been completed & it is proposed to adopt the CIPFA standard model. The revised regulations need to be reviewed by Corporate Team before they are submitted to a full Council meeting for approval. This is the reason for the extended target date .
01/04/2008	05.65 - Development/Property & Operational Services	121.1/2008 - Car Parks Income - Audit for 2008	The effectiveness of the CCTV operations at the car park need to be reviewed.	Medium	Stephen Harding Parking Services Manager	Agreed – However there is insufficient budget until the next financial year. However we will investigate alternative sources such as the Risk Reserve Fund.	The system has been evaluated and an additional need identified. The funding for this can be accommodated in the 2008/9 budget. Proposed revised target date of 31/11/2008.