



Addendum to Agenda Item 4

Finance and Audit Scrutiny Committee
17 March 2021

Title: Internal Audit Quarter 3 2020/21 Progress Report

Lead Officer: Richard Barr

Portfolio Holders: Councillor Hales

Public report / Confidential report: No

Wards of the District directly affected: Not applicable

Contrary to the policy framework: No

Contrary to the budgetary framework: No

Key Decision: No

Included within the Forward Plan: Yes

Equality Impact Assessment Undertaken: Not applicable

Consultation & Community Engagement: Consultation with line management and SMT. None with community.

Checked for Accessibility: Yes

Final Decision: Yes.

Officer/Councillor Approval

Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	22 Feb 2021	Chris Elliott/Andrew Jones
Head of Service	22 Feb 2021	Mike Snow
CMT	22 Feb 2021	Chris Elliott/Andrew Jones/Bill Hunt
Section 151 Officer	22 Feb 2021	Mike Snow
Monitoring Officer	22 Feb 2021	Andrew Jones
Finance	22 Feb 2021	Mike Snow
Portfolio Holder(s)	3 March 2021	Councillor Hales

1. **Addendum**

- 1.1. A late response to Appendix 4 was received from the Strategic Finance Manager.
- 1.2. This is now available below as an amendment to Appendix 4, page 27, third column – *Current state of implementation per manager.*

RECOMMENDATIONS	INITIAL MANAGEMENT RESPONSE incl. PLANNED IMPLEMENTATION DATE (PID)	CURRENT STATE OF IMPLEMENTATION PER MANAGER
VAT Accounting – 5 March 2020		
<p>VAT compliance in respect of e-receipting by the Council’s on-line payment portals and systems processing telephone payments should be investigated.</p>	<p><i>Head of Finance:</i> Work with the Housing Services Team and Building Control teams (with potential IT support) to implement process to ensure compliance. PID: September 2020.</p>	<p>Response outstanding. Strategic Finance Manager: The VAT number has been added to the footer of the Statement template for garage rents (as attached), from 9th March 2021. In terms of Building Control, I am awaiting clarification from the Project Manager - Financial Systems as to whether this will be resolved as part of the FMS project.</p>