

Appendix A

<u>Recommendation</u>	<u>Priority (1-low / 2-med / 3-high)</u>	<u>Responsibility</u>	<u>Agreed</u>	<u>Comments</u>	<u>Date</u>
R1: Amend the accounts to correct the material errors noted above in respect of: <ul style="list-style-type: none"> • Government Grants Deferred • Grants and Contributions Unapplied • Disclosure of Area Based Grant (ABG) and the revenue element of the £1.389m of Housing and Planning Delivery Grant (HPDG) in the Income and Expenditure Account. • The pension liability as at 1 April 2009 	3	Chief Accountant	Agreed	Accounts have been amended for material adjustments required	Oct-10
R2: Consider amending the accounts for the non material and non trifling errors set out in Appendix 3.	3	Chief Accountant	Agreed	Review undertaken and adjustments made where required. Where amendments were not completed these were outlined in the accounts letter of representation	Oct-10
R3: Ensure that journals are authorised in accordance with the Council's financial procedures.	2	Chief Accountant	Agreed	Review of Journals FP to be undertaken, once formalised a communication to all applicable staff will be made to ensure compliance.	Jan-11
R4: Ensure that Councillors declarations are retained for a suitable period following the receipt of any new declarations.	2	Chief Accountant	Agreed	Process to change so Finance officers maintain all declarations for councillors and senior staff (permanent file)	Jan-11
R5: The Council should consider the out of hour use of both schools included in the PFI scheme against IFRIC 4 and IAS 17 for the 2010/11 accounts	3	Chief Accountant	Agreed	Recruitment to Chief Accountants post, then review under IFRS implementation- lease workstream	Jan-11
R6: Carry out a review of the procedures in place for the closure and preparation of the 2009/10 accounts to ensure that adequate arrangements and sufficient resources are in place for the 2010/11 accounts preparation.	3	Chief Accountant	Agreed	Review of the 2009/10 annual accounts process undertaken with senior finance staff and shared with informal Audit Committee. Recruitment to Chief Accountant's post, then formalise a review of Q3 and annual closedown processes and procedures, establishing a complete and accurate work stream list with realistic timeframes for completion meeting statutory deadlines	Mar-11
R7: Amend the 2009/10 accounts for the consistency and presentational issues identified as part of the technical review of the accounts.	3	Chief Accountant	Agreed	Accounts have been amended for consistency and presentational adjustments required	Oct-10
R8: Ensure that adequate resources are allocated to ensuring that the Council is able to produce IFRS compliant accounts by 30 June	3	Chief Accountant	Agreed	Resources established and recruitment to Chief Accountant's post to facilitate lead role for IFRS implementation	Jan-11