

**ACTION PLAN FOR ISSUES ARISING REPORT FOR SANDOWN TOWN COUNCIL AUDIT  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

**Areas of improvement required.**

1. Accounting Statement not approved by 30th June –(exercise of electors rights)
2. Fixed Assets - not updated
3. External auditor's report not minuted
4. Section 2 Insufficient explanation on year to year differences
5. Schedule 7 issued due to late submission
6. Accounts approval – after commencement of inspection period

**Proposed Remedial Actions**

The Town Council is provided with a calendar of actions as a yearly financial schedule presented as agenda items for specific monthly meetings, to ensure future compliance with statutory requirements.

**People responsible for delivering improvement**

The new Town Clerk /RFO is responsible for delivering the actions.

The Town Council is responsible for ensuring the completion of actions and adopting the timetable as a policy, for future use.

**Deadline**

The Auditor's Report was presented to the Council on 27<sup>th</sup> November 2017

The action plan and calendar identifying the yearly financial schedule will be presented to the Town Council at their meeting on 15<sup>th</sup> January with the recommendation that the schedule is adopted as a policy for use throughout the year and is appended to the Financial Regulations.