

MANAGEMENT ACTION PLAN

Directorate:	Chief Executive's Office
Audit report:	Review of Henrietta Parker Trust Funds
Dated:	28 May 2015

PRIORITY RATINGS

Priority 1 (high) - major control weakness requiring immediate implementation of recommendation

Priority 2 (medium) - existing procedures have negative impact on internal control or the efficient use of resources

Priority 3 (low) - recommendation represents good practice but its implementation is not fundamental to internal control

I agree the action above and accept overall accountability for their timely completion. I will inform Internal Audit if timescales are likely to be missed.

Head of Service: Peter Milton
Date: 28 May 2015

The action agreed is ~~is not~~ satisfactory.

Supervising Auditor: David John / Ian Wallace
Date: 28 May 2015

Para Ref	Recommendation	Priority Rating	Management Action Proposed	Timescale for Action	Officer Responsible	Audit Agree?
5.11	SCC should clarify its status as either 'charity trustee' or 'custodian trustee' under the terms of the Charity Commission guidance, and put in place appropriate management structures thereafter to manage the HPT funds effectively.	High	Research historical and archived documents to establish correct legal status of SCC	July 2015	Head of Cultural Services Director of Legal & Democratic Services	Yes

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5.16	Articles of association and other fundamental bases for governance that are required to manage HPT effectively should be established.	High	Governance model will be established in the light of 5.11 – on appropriate approvals sought.	January 2016	Head of Cultural Services Director of Legal & Democratic Services	Yes
5.21	The Board should establish a formal strategy for using the HPT money and ensure that it is implemented and followed.	High	Subject to 5.11 and 5.16 the appropriate decision making body will be established and a formal strategy for HPT will be prepared by the Principal, Community Learning and Skills for consideration by said body.	April 2016	Head of Cultural Services	Yes
5.24	Appropriate accounting policies need to be adopted by the HPT to ensure compliance with the annual reporting requirements for this size of Fund.	Medium	Adopt appropriate accounting policies for HPT. Refer to policies adopted by other trust funds	June 2015	Ronnie McNamara Senior Finance Officer	Yes

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5.25	The creation and submission of annual accounts for the HPT will be an ongoing requirement from this point, and will need to be produced by a suitably experienced officer within the council.	Medium	Create and submit annual accounts for HPT	June 2015 On-going in accordance with SCC closing programme and Charity Commission deadlines	Ronnie McNamara Senior Finance Officer	Yes
5.28	A formal investment policy for HPT should be established and implemented	Medium	Establish and implement formal investment policy for HPT.	See 5.21 deadline	Ronnie McNamara Senior Finance	Yes
5.29	Cash balances held should be reviewed to ensure that any surpluses are invested appropriately.	Medium	Review cash balances and ensure funds are disbursed in line with 5.21 recommendation, with any surpluses invested in accordance with 5.28 action	See 5.21 deadline. On-going Quarterly	Ronnie McNamara Senior Finance Officer/HPT Board	Yes

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5.32	SCC should ensure that all income from interest due to the HPT is accounted for completely, calculating and paying into the Fund any amounts due; in accordance with SCC final accounts close down process.	Medium	Calculate and apply interest to cash balances in accordance with SCC Closing Accounts programme	May 2015 and Annually thereafter	Ronnie McNamara Senior Finance Officer	Yes
5.37	The Trustees should appoint an independent audit examiner for HPT.	Medium	Appoint independent examiner from The Kings Mill Partnership	Mid-June 2015	Ronnie McNamara Senior Finance Officer	Yes