

Action Plan – VAT (FIN 7)

Recommendation Priority

Audit Report No. 39– 2006/07

Dated: March 2007

1 1 1	High: A fundamental weakness in the system that puts the council at risk
1 1	Medium: A weakness within the system that leaves the system open to risk
1	Low: Desirable improvement to the system

	Recommendation	Priority	Responsible Officer	Agreed	Planned Implementation Date	Comments/Action
R1	For completeness, where any errors are flagged up on the VAT return spreadsheet, an examination and an explanation should be entered to explain the differences where they are material.	1	Exchequer Services Manager			
R2	The net figures should be entered on the net income analysis not the gross figures.	1	Exchequer Services Manager			
R3	The Golf Professional must provide a VAT registration number on any invoices submitted for payment.	1 1 1	Exchequer Services Manager/Chief Leisure Officer			
R4	Exchequer staff must ensure that any invoices received without the VAT registration number must be queried and returned to the Service.	1 1 1	Exchequer Services Manager			
R5	There needs to be a system in Personnel to ensure that a VAT invoice/receipt is obtained where necessary	1 1	Exchequer Services Manager			
R6	The outstanding payments that did not have a suitable VAT invoice should be chased as soon as possible as per the authenticated VAT Receipt procedure.	1 1	Exchequer Services Manager			

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R7	As mentioned in previous audits it is important that Services are reminded of the need to inform the Exchequer Services Manager of any schemes or projects with VAT implications before they proceed and this should be conveyed to all staff	1 1 1	Director of Finance/Exchequer Services Manager			
R8	Update the risk register to include an item regarding ensuring that corporate tax liability is minimised through appropriate tax planning arrangements.	1 1	Exchequer Services Manager			

To assist in the follow up process, please complete and return this form by April 2007 indicating your acceptance of the recommendations and when you anticipate their implementation.

Senior Internal Auditor: Karen Parker

Chief Officer Signature: Date: