

Action Plan – Creditors (PRL) (FIN10)

Audit Report No. 37– 2006/07

Dated: 20/03/07

Recommendation Priority

111	High: A fundamental weakness in the system that puts the council at risk
11	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	Ensure that the dispatch records on the statement of presigned cheques issues and usage agrees with the presigned cheque dispatch record.	111	Exchequer Services Manager			
R2	Update the cheque administration procedure notes.	1	Exchequer Services Manager			

To assist in the follow up process, please complete and return this form by 17/04/07, indicating your acceptance of the recommendations and when you anticipate their implementation.

Auditor: Amanda Palmer

Chief Officer Signature: Date: