

**Loch Lomond & The Trossachs National Park Authority**  
**Recently Completed Internal Audit Recommendations**

<u>Ref</u>	<u>Year</u>	<u>Audit</u>	<u>Recommendations</u>	<u>Priority</u>	<u>National Park Authority Response</u>	<u>Responsibility/ Timescale</u>	<u>Current Status - September 2016</u>
1	2014/15	<b>Fixed Asset Register</b>	Management should update the current fixed asset policy to ensure it reflects current practices at the authority ensuring that the policy is robust and allows for efficient asset management, appropriate update of the fixed asset register and accurate reflection of the Net Book Value of all assets in use by the Authority for accounting purposes.	<b>Low</b>	Policy will be updated	Catriona Morton 28 February 2017	No progress to date because of other workload priorities, cross reference 2015/16 CRSA action below
2	2014/15	<b>Fixed Asset Register</b>	Management should ensure that the asset register is updated to reflect the recognition and initial measurement at net book value to allow the reconciliation of the revaluation reserve to revaluations and impairments and ensure that previous revaluations have been appropriately reported within the fixed asset register. The use of the fixed asset software could be reintroduced to record the fixed asset register to improve the quality and robustness of the information and provide a better audit trail.	<b>Low</b>	Fixed Asset opening balances will be adjusted to reflect transfer at nil plus subsequent upward revaluation. We will assess whether the use of the fixed asset software would be more beneficial than the Excel spreadsheet.	Catriona Morton 28 February 2017	The opening balances will be adjusted once the decision has been made about the use of the software. No progress to date because of other workload priorities, cross reference 2015/16 CRSA action below
3	2014/15	<b>Records Management</b>	We acknowledge management's plans for the post implementation phase and recommend: induction policies are updated to include guidance on the new records management system; a formal process is established to ensure file structure compliance checks are performed; and named individuals should be nominated with a role of checking that the retention policy is followed.	<b>Low</b>	The Information Officer will establish a process to review compliance with file structures	Laura Baird 31 March 2017	A formal process to ensure compliance with the file structure will form part of 2016/17 workload

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4	2015/16	<b>CRSA (Fixed Assets)</b>	<p>In the fixed asset listing, the IT hardware section is a single line and does not split out the components.</p> <p>This leads to two risks:  policy may not be appropriate as assets are depreciated after they have been disposed of;  and  there may be assets which have been fully depreciated which are still in use.</p> <p>As part of the planned review of the Fixed Asset Policy management should consider:  The useful lives of assets to ensure they are depreciated over an appropriate period;  Appropriate componentisation of assets to allow them to be recognised and derecognised appropriately; and  Verification of individual/groups of assets.</p>	<b>Low</b>	Agreed.	<p>Catriona Morton  28 February 2017</p>	No progress to date, cross reference to other fixed asset actions from 2014-15 audit above