Loch Lomond & The Trossachs National Park Authority
Internal Audit Recommendations

Eilidh/Emma

No	Year	Audit	Recommendations	Priority	National Park Authority Response	Responsibility/ Timescale	Current Status - November 2017
1	2014/15	Fixed Asset Register	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, apprropriate 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.	Low	Policy will be updated	Financial Performance Manager

December 2017 | Behind schedule: The Finance and Performance Manager who has been driving this project has unfortunately been absent over the period. As a result, there has been insufficient resource within the team to progress this over the last month. The timelines will be reviewed and updated based on expected resources. |
| 2 | 2014/15 | Fixed Asset Register | Management should ensure that the asset register is updated to reflect the recognition and initial measurement at net book valueto 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. | Low | 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. | Financial Performance Manager

December 2017 | As above
In addition, there have been issues in networking the fixed asset software. This is being reviewed by the Finance and Procurement Manager and the vendor. |

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3	2015/16	CRSA (Fixed Assets)	In the fixed asset listing, the IT hardware section is a single line and does not split out the components. 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. 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.	Low	Agreed. This will be incorporated into the refresh of the Fixed Asset policy.	Financial Performance Manager

December 2017 | As above |
| 4 | 2016/17 | Controls Risk Self Assessment | As part of the on-going review of the fixed asset policies, management should consider updating the fixed asset register at the point of addition or disposal and to improving the disposal recording process to take account of straightforward disposals. | Low | Agreed. This will be incorporated into the refresh of the Fixed Asset policy. | Financial Performance Manager

December 2017 | As above |

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1	2016/17	**IT Healthcheck**	Consideration should be given to running periodic penetration / vulnerability tests	**Low**	Agreed. We will research the options for penetration testing and ensure that budget allocation is provided for this as part of the 2017/18 budget	ICT Manager November 2017	Behind schedule: Options have been identified and the penetration testing is scheduled for January 2018. This forms part of the Cyber Essentials Plus accreditation that is currently a Scottish Governement recommendation and will become a requirement on all public bodies by June 2018.
2	2016/17	**Controls Risk Self Assessment**	A fraud risk register should be developed that addresses where fraud is likely to occur and what mitigating factors are in place.	**Medium**	Agreed. A fraud risk register will be developed.	Director of Corporate Services August 2017	Behind schedule: A fraud risk workshop took place on 27th November. The register will be finalised, based on the outcomes.
3	2016/17	**Controls Risk Self Assessment**	Review all policies to ensure they are up to date and relevant including references to legislation and staff members. Thought should be given to cross-referencing between policies where relevant.	**Low**	Agreed. All policies will be refreshed / updated as needed.	Director of Corporate Services and Corporate Services / Estates Managers February 2018	On track: Policy revisions are being prioritised and the majority will be complete by February 2018. The status of policies are shown as Appendix 3.
4	2016/17	**Controls Risk Self Assessment**	Procedures in relation to theft and bomb alerts should be documented and made available to all staff.	**Low**	Agreed. Procedures will be documented	Facilities Manager February 2018	On track: for completion by February 2018

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5	2016/17	**Controls Risk Self Assessment**	Cash Banking should be done weekly or when the amount reaches £500, whichever occurs first.	**Low**	Agreed. The cash management procedures will be updated to reflect this guidance and in the short term employees will be advised of this change via e-mail	Financial Performance Manager

February 2018

E-mail advice by March 2018 | On track: Employees have been reminded of the importance of cash handling security. A review of the timing of cash receipts has indentified that increased collections will not achieve the desired outcome. Instead the revised plan is to encourage move to electronic / card payments so that the volume of cash is reduced in total. |
| 6 | 2016/17 | **Controls Risk Self Assessment** | Fire risk assessments should be carried out in line with review period and any recommendations implemented timeously | **Low** | Agreed. All recommendations will be reviewed and new risk assessments will be arranged. | Facilities Manager

February 2018 | Completed |
| 7 | 2016/17 | **Health & Safety** | The Risk Assessment Policy should be updated to state the current practice of 3 yearly reviews (unless an issue arises which prompts a review) | **Low** | Agreed. The Risk Assessment Policy will be updated to reflect revised review period. | HR Manager

September 2017 | Completed |
| 8 | 2016/17 | **Employee Licences / Vehicle Checks** | In order to further reduce the Park Authority's risk, it is recommended that:
- Employees should be reminded of of the need to have both a valid MOT and business insurance when driving their own vehicle on business; and
- Annual spot checks should be carried out on business mileage claims to confirm compliance | **Low** | Agreed.

All operational managers will be reminded of the importance of ensuring their teams are aware of the policy requirements in relation to using your own vehicle for business purposes.

The Facilities Manager will carry out annual spot checks based on those employees who have claimed for business mileage in the last 12 months (based on payroll reports) | Facilities Manager and all Operational Managers

December 2017 | Completed: Managers and Employees have been reminded of the need for MOT and business insurance. All staff who claim business mileage have now uploaded their MOT and insurance documents to the HR system and HR have run a report to confirm this has been done. |

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9	2016/17	**Employee Licences / Vehicle Checks**	The Safe Driving Policy should be updated to include a section on the arrangements for home to work travel for pool cars, including reference to when this would be permitted and how it would be authorised.	**Low**	A section will be added to the policy to cover this recommendation.	Facilities Manager December 2017	On track: expected to be completed by December 2017
10	2016/17	**Employee Licences / Vehicle Checks**	For Specialist Vehicles, a review should be carried out to: Ensure completion of correct DVLA forms for MOT purposes; and Assess nature and extent of maintenance and usage records	**Low**	We will carry out a review of the two specialist vehicles in relation to DVLA forms and the maintenance and usage records.	Land Operations Manager December 2017	Completed: Review was carried out and concluded that both vehicles are exempt from MOT requirements. As vehicles are not required for use on public roads for more than 6 miles daily they fall under forestry/agricultural use and Category F exemption applies
11	2017/18	**Banking Review**	A system is developed to record the income received from camping pitches and permits at the point of booking/payment. This system should generate the income amounts that are to be ledgered so that bank transactions / amounts can be regularly reconciled to these values.	**Medium**	A system or process will be developed to establish the income received from camping pitches and permits at the point of booking and this will be used to post the income to the ledger and then subsequently reconciled to the payments received.	Finance and Procurement Manager January 2018	On track: for completion by January 2018
12	2017/18	**Banking Review**	It is recognised that Management are currently reviewing all The Authority's procedures, as part of this process specific focus needs to be given to banking procedures on a priority basis.	**Medium**	Agreed	Finance and Procurement Manager February 2018	On track: for completion by February 2018
13	2017/18	**Banking Review**	It is recommended that the two tier payment approval system that has been proposed is accepted by the Executive Team as soon as possible and implemented by finance.	**Medium**	Agreed	Finance and Procurement Manager November 2017	Behind schedule: Scheduled for implementation in December 2017. Procurement exercise complete. Awaiting card readers prior to provding training to new Executive authorisers.

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14	2017/18	**Banking Review**	A current view of the balances of all the accounts can be seen on the system as a summary therefore it is recommended that a print of this is taken at month end to be used for the reconciliation rather than using historical statements for accounts where there have been no transactions in the month.	**Low**	Agreed	Finance and Procurement Manager November 2017	Completed
15	2017/18	**Banking Review**	a) It is recommended that a discussion takes place with The Authority's current bank to determine if they are still receiving the best rates at the current point in time. b) Consideration should also be given to the banking provider when the new Government contract is put in place in 2018.	**Low**	Agreed	Finance and Procurement Manager December 2017 August 2018	On track: for completion by February 2018