

**Fundamental Audits 2016/17 - Recommendations Tracker
Not or Partly Implemented Recommendations**

Report Ref	Recommendation	Class	Agreed Action/Comments	Responsibility For Implementation	Implementation Date	Action Taken
Accounts Payable 2016/17						
2.9.2 a) - c)	The review of the report showing unallocated supplier credits should be more thorough and each case should be reviewed in more detail to ensure that appropriate action is taken to recover credits on the system. Appropriate action should also be undertaken to ensure that the credits listed in 2.9.2 are recovered.	LR	Agreed	Neil Payne	01 June 2017	Not implemented: Staff in the process of drawing up guidance notes by Nov17
2.13.1	Communications should be distributed reminding Managers of their responsibility to inform Accounts Payable of any changes to Authorised Signatories in their responsible areas.	GP	Agreed	Neil Payne	01 June 2017	Not implemented: target Oct17. Comms will probably lead to additional work load for section.

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Employee Services (Payroll) 2016/17						
2.3.2 iv	It should be ensured that documents have been fully completed prior to being processed by Payroll.	LR	New SW forms will prevent this happening in future	SW/JJ	01 June 2017	Part Implemented: Complete for schools – working on new forms as part of HR Process review with a view to implement before end of 2017

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Accounts Receivable						
3.6.3	Training should be provided to other staff members in AR to enable them to carry out checks on "Arrangements".	GP	Agreed. Arrangement training notes been completed and training arranged for Aug17	Neil Payne	Aug. 2017	Part Implemented: Progressing
3.9.1	Management reports that are sent to PFM should include year on year statistics instead of September 2010.	GP	NP will need to speak to PFM team to see if PFM reports can be updated to 3 columns (2010 Base level, 1 year month comparison and recent month)	Neil Payne	Sept. 2017	Not Implemented