



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Town Clerk and Deputy Clerk & Responsible Finance Officer's Report

Actions from the Internal Audit Report – January 2024 update.

Care should be taken when publishing the 2023-24 Notice of Public Rights to ensure that the advert records only the requisite 30 working days.

This has been noted for the Financial Year ending March 31st 2024. The mistake was the inclusion of two extra days in the notice period.

Where invoices are paid in two (or more) tranches (deposit and final / further settlements) a copy of the original invoice should be placed on the “proceeded invoice” files in the month(s) of payment.

The RFO has ensured this is up to date for the current financial year and further split payments will now have an invoice per payment in the expenditure folder.

To ease the process of tracing invoices, both for staff and us, all invoices should record the Purchase ledger posting reference number, where applicable, and ideally be filed in sequential order of those reference numbers.

This has been referred to the contract accounting team to ensure this is followed. The RFO will also check the records after each monthly visit.