

APPENDIX B**Reasons for original assurance levels given (below Well)**

N.B. The issues noted here may have been addressed since the original report was issued.

Quarter 4

AUDIT REVIEW	ASSURANCE LEVEL	ISSUES NOTED	Level at follow up
Creditors (Annual 16-17)	Adequate	<ul style="list-style-type: none">• Authorised signatory list requires updating• Authorisation levels on Cafi requires review• Checks of payments over £25k are not always recorded	Annual audits not subject to follow ups

Previously reported

AUDIT REVIEW	ASSURANCE LEVEL	ISSUES NOTED	Level at follow up
Creditors (Annual 15-16)	Adequate	<ul style="list-style-type: none">• Payments over £25k were not always checked promptly by a senior officer• Purchase order and Goods Received Notes not being raised in a timely manner.	Annual audits not subject to follow ups
Homelessness/Temporary Accommodation	Adequate	<ul style="list-style-type: none">• Homelessness Strategy has not been reviewed since being published in 2008• Incorrect data was input into a return on Homelessness	Excellent – all recs addressed
Internet, intranet, telephone payments and PCIDSS	Adequate	<ul style="list-style-type: none">• PCIDSS self-assessment had not been completed.• Card payments taken over the phone without a third party handling card details.	Excellent – all recs addressed