

# WENDLEBURY PARISH COUNCIL

## INTERNAL AUDIT ACTION PLAN FOR 2023 – 2024

Action Required	Date Completed & Minuted
Financial Controls Policy – to be reviewed annually.	March 2024 Ref: 17/24
Electronic Data – to be backed up on Hard Drive as well.	Completed back up monthly
Old Minutes – to be sent to Oxford History Centre for Archives	Sorting to send to OHC Archives