

DEPARTMENT Corporate Services	AUDIT REVIEW NNDR	AUDIT REF 1121003
<p>BACKGROUND</p> <p>The Authority is responsible for collecting approximately £45 million in National Non-Domestic Rates (NNDR) from approximately 7,500 commercial properties within the Authority's area.</p> <p>SCOPE</p> <p>The audit sought to ensure that procedures have been established and effective controls are in place for:</p> <ul style="list-style-type: none"> • Charging & Valuation Office (VO) Procedures. • Discounts and Reliefs. • Collections and Refunds. • Performance including performance indicators and reconciliations. • Management Arrangements. <p>SUMMARY OF RESULTS</p> <p>It is pleasing to report that the majority of key controls are in place and are operating effectively.</p> <p>Some issues were, however, identified as a result of audit testing and are summarised below:</p> <ul style="list-style-type: none"> ➤ VO update reconciliations are undertaken by relevant officers, then checked and approved by the Local Taxation Team Leader. It was noted that, due to the Covid-19 pandemic, with all staff not being in the office, some reconciliations had not been signed by all parties. There were four occasions when the reconciliations had not been signed by the Local Taxation Team Leader. ➤ The Collection Performance of the Authority is currently below target at 95.55%, with the collection figure declining for the last few years, with 2017/18 at 99.52%, 2018/19 at 98.08% and 2019/20 at 97.22%. ➤ Covid Business Rate Relief applications were reviewed, with a small number of anomalies identified in the claims being paid. The anomalies related to payments which were initially awarded to exempt entities which were not entitled to claim; these anomalies have since been rectified. 		

Internal Audit Update: Report B

NUMBER OF RECOMMENDATIONS		OVERALL ASSURANCE
Priority 1- Fundamental Weaknesses	0	Acceptable
Priority 2 – Strengthen Existing Controls	2	
Priority 3 – Minor Issues	1	