

SEALAND COMMUNITY COUNCIL

MINUTES OF THE MEETING OF COUNCIL HELD ON 18th APRIL 2016 AT THE SEALAND PRIMARY SCHOOL.

PRESENT: Councillors: David Wisinger (Chairman), Mrs. Gwyneth Bullock, John Dodd, Mrs. Barbara Hinds, Mrs Chris Jones (County Councillor), Norman Jones, Alex Lewis, Mrs Mary Southall and Mike Walker (Vice Chairman).

Peter Richmond - the Clerk and Financial Officer.
Also in attendance – three members of the public.

15/300 SEALAND COMMUNITY COUNCIL – INTERNAL AUDIT REPORT 2015/16 FINANCIAL YEAR

The Clerk advised that the Internal Audit was completed by JDH Business Services Ltd and their conclusion on the basis of their work the council's system of internal controls is in place, adequate for the purpose intended and effective.

The audit was undertaken using the following testing of the internal controls specified on the Annual Return for local councils in wales.

- Books of account have been properly kept throughout the year.
- Standing Orders and Financial Regulations have been adopted and applied.
- The Council's financial regulations have been met, payments are supported by invoices, expenditure is approved and VAT is correctly accounted for.
- Adequate arrangements are in place to manage all identified risks.
- The annual precept request is the result of a proper budgetary process, budget progress is regularly monitored and the council's reserves are appropriate.
- Income procedures ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for.
- Wages and salaries to employees have been paid in accordance with Council approvals and PAYE and NI requirements have been properly applied.
- Asset and investment registers are accurate.
- Bank reconciliation procedures ensure the accuracy and timeliness of periodic and year-end bank account reconciliations.
- Year-end procedures ensure the accuracy and completeness of the financial statements.
- Recommendations for improvement are implanted on a timely basis.

Guidance Note

The new external auditor is requesting that the fixed asset value disclosed in the annual return should now only change if there are additions or disposals and that additions should be included at cost.

Recommendation

The asset register format should now include columns for assets showing insurance value, cost and value to be disclosed in the annual return.

This will ensure the asset register can always be agreed to the annual return and that the Council still monitors insurance values for assets to ensure -

1. All assets are insured and
2. Insurance cover is sufficient.

The Clerk advised that he had recently produced a summary AR in line with the recommendations above and this had been emailed to members of Council a copy had also been emailed to one Voice Wales and the internal auditor for comments.

RESOLVED: - that the report be noted.