

**MINUTES AND REPORT OF THE AUDIT COMMITTEE  
HELD ON THE 13 JUNE 2013**

\* Councillor S Bott – Chairman  
\* Councillor Hunter – Vice Chairman  
0 Councillor Noyce  
\* Councillor Thornton  
\* Councillor Williams

\* Present            # Absent & No Apology Received            0 Apology for Absence            L Late

68. MINUTES

The Minutes of the Meeting held on 7 March 2013 were signed by the Chairman as a correct record.

69. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

70. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

71. WORK PROGRAMME

Members reviewed the work programme, including action points, for the year. In addition Members reviewed who should take responsibility for each aspect of the programme in the light of the changes made to the membership of the committee (copy attached to record minutes).

72. BANK RECONCILIATION

The Responsible Finance Officer tabled the current Bank Reconciliation for the information of Members.

Members agreed that the Chairman should sign the bank reconciliation tabled.

73. INTERNAL AUDIT

Members noted that both the internal audit reports for Godalming Town Council and Godalming Joint Burial Committee were conducted on 20 May 2013 by Mulberry and Co.

Members RECEIVED and ADOPTED the report (a copy of the Internal Auditor's Report is attached to record minutes) and considered the recommendations contained therein and recommended them to Full Council and Godalming Joint Burial Committee on 27 June 2013.

74. ANNUAL RETURN (INCLUDING ANNUAL GOVERNANCE STATEMENT) FOR THE YEAR ENDING 31 MARCH 2013

Members were also asked to agree Section 4 Annual Internal Audit Report for both Godalming Town Council and Godalming Joint Burial Committee and considered the answers to the questions posed at Section 2 of the Annual Governance Statements for Godalming Town Council and Godalming Joint Burial Committee and recommended the subsequent answers to Full Council and Godalming Joint Burial Committee on Thursday, 27 June 2013, copies of all sections attached for the information of Members.

	Question <i>Godalming Town Council</i>	Recommended Answer	Evidence
1	We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices	YES	Assurances from the Internal Auditor and officers (the Town Clerk & the Responsible Finance Officer)
2	We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud <b>and</b> corruption and reviewed its effectiveness.	YES	Detailed evidence from the work programme of the Audit Sub Committee as recorded in the minutes of the Sub-Committee and reported to the P&M Committee on 14 March 2013 (Minutes 398-12 refer). Also assurances in the Internal Audit Reports
3	We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	The specific risk analysis – considered by Audit Sub Committee on 7 March 2013 (Minute 379-12 & 398-12)
4	We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	Relevant notices displayed as per the Accounts and Audit Regulations.
5	We have carried out an assessment of the risks facing the council <b>and</b> taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	Risk Assessments all available for inspection in the Council's offices and on-going programme of risk analysis as part of the Audit Sub Committee's work programme. All previously reported to P&M Committee on 21 February 2013 (Minute 363-12 refers)

6	We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems <b>and</b> carried out a review of its effectiveness.	YES	Review of the effectiveness of internal audit undertaken by the P&M Committee on 14 March 2013 (Minute 398-12 refers). Also assurances in the Internal Audit Reports
7	We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	Minute 168-12& 185-12 refers
8	We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES	Annual provision made in reserves for election expenses; against a potential liability in respect of The Square. See annual statement of accounts.
9	Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting <b>and</b> , if required, independent examination or audit.	N/A	This Council manages no trust funds.

	Question <i>Godalming Joint Burial Committee</i>	Recommended Answer	Evidence
1	We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices	YES	Assurances from the Internal Auditor and officers (the Town Clerk & the Responsible Finance Officer)
2	We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud <b>and</b> corruption and reviewed its effectiveness.	YES	Detailed evidence from the work programme of the Audit Sub Committee as recorded in the minutes of the Sub Committee and reported to the P&M Committee on 14 March 2013 (Minutes 398-12 refer). Also assurances in the Internal Audit Reports

3	We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	The specific risk analysis – considered by Audit Sub Committee on Committee on 07 March 2013 (Minute 379-12 & 398-12 refer).
4	We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	Relevant notices displayed as per the Accounts and Audit Regulations.
5	We have carried out an assessment of the risks facing the council <b>and</b> taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	Risk Assessments all available for inspection in the Council's offices and on-going programme of risk analysis as part of the Audit Sub Committee's work programme. All previously reported to P&M Committee on 21 February 2013 (Minute 363-12 refers) and JBC Committee (Minute 6-12
6	We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems <b>and</b> carried out a review of its effectiveness.	YES	Review of the effectiveness of internal audit undertaken by the JB Committee on 21 March 2013 (Minute 39-12 refers). Also assurances in the Internal Audit Reports
7	We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	Minute 26-12 refers
8	We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES	Annual provision made in reserves for liability in respect of Memorials and Memorial inspections. See annual statement of accounts.
9	Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting <b>and</b> , if required, independent examination or audit.	N/A	This Council manages no trust funds.

75. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 10 October 2013 at 6.30 pm in the Council Chamber.

76. ANNOUNCEMENTS

There were no announcements.