

GODALMING JOINT BURIAL COMMITTEE

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17 March 2017

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 23 MARCH 2017 at 5.30 pm.

Andy Jeffery
Acting Clerk to the Committee

Committee Members: Councillor Wheatley – Chairman
Councillor Gordon-Smith – Vice Chairman
Councillor A Bott
Councillor Noyce
Councillor Williams
Councillor Gray
Councillor Long (Busbridge Parish Council)
Councillor Westwood (Busbridge Parish Council)

AGENDA

1. MINUTES

The Chairman to sign as a correct record the Minutes of the meeting held on 10 November 2016.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Clerk to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

5. SIGNING OF BANK RECONCILIATIONS

The Committee to consider the tabled monthly bank reconciliations since the last meeting of the Committee and authorise the Chairman to sign them.

Members of the Public have the right to attend all meetings of the Godalming Joint Burial Committee and are welcome.

6. BUDGET MONITORING

Members to consider the attached budget monitoring report to 28 February 2017. Members are asked to note that all expenditure and income for the year to date is broadly in line with Revised Estimates. Nightingale revenues have covered the cost of creating the new Garden of Remembrance and barring any unforeseen items, officers expect the Committee to break even.

Officers will answer any question of detail at the meeting but offer the opinion that there is nothing in the budget monitoring report that gives cause for concern.

Members to note that due to re-configuration of the chart of accounts future monitoring reports will be in a different format.

7. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 31 December 2016 and current quarter to 10 March 2017 are attached for the information of Members.

8. INTERNAL AUDIT

Members to consider a report from the Godalming Town Council's Internal Auditor Mulberry & Co - an internal audit conducted on 18 November 2016 (report attached for the information of Members).

9. TREES

As Members are aware, as the custodians of the cemeteries, Godalming Joint Burial Committee has a responsibility for tree safety. A ground-based tree inspection of 126 trees and significant shrubs was conducted at Eashing Cemetery in June 2015, and all works arising from the inspection was carried out. On 22 February 2017, a further informal ground-based inspection was conducted resulting in a recommendation to remove, for safety reasons, 4 large conifers at a cost of £1,100 (removed to ground level) and the raising of the crown of two further trees to allow for better vehicular access at a cost of £150.

Tree work has also been identified at Nightingale cemetery, this falls into two categories. The first of which is removal of self-seeded sycamores along the line of the railings at a cost of £475. This work is required as a preventative measure to safeguard the listed railings against damage caused by these trees growing into the railings. The second area of concern is three leaning/failing conifers, one of which is a significant visual landmark adjacent to the entrance of the cemetery at a cost of £850 (removed to ground level). Whilst the removal of trees is regrettable, Officers recommend that this work is carried out with a view to replanting in due course.

Following this work and in line with national guidance, a full formal ground-based survey will be conducted over the summer of this year.

10. VEHICULAR ACCESS ON GRASSED AREAS – EASHING CEMETERY

Whilst vehicular access onto the grassed areas by visitors to Eashing Cemetery does not cause concern when the ground is firm during the summer months, increasingly visitors have been driving across the grassed areas of the cemetery during the winter period causing unsightly damage to the grounds. As such, the Cemeteries Manager, in consultation with the Chairman and Vice Chairman of the committee recommends that a system of earth bunds and wooden posts, with access gates for grounds maintenance teams etc., be installed to prevent unauthorised access onto the grassed areas of the cemetery.

It is recommended that the most efficient and cost effective method of achieving this would be to construct the bund using spoil from the levelling of the waste ground in front of the chapel buildings. This would provide a significant visual improvement to the cemetery, not only by preventing damage to the ground by vehicles but also by opening up and balancing the view of the chapel buildings so that both sides of the chapel have an open vista.

It is recommended that the works are conducted as an extension of the works currently being carried out as part of the creation of the new cremated remains burial area at a cost of £12,500.

11. RISK ASSESSMENT

The Financial Administrator has engaged BDO LLP to perform a Limited Assurance Audit of the Joint Burial Committee for the year ended 31 March 2017. The purpose of the audit is to assure Members that the Committee's accounts are free from material mis-statement and fairly reflect the financial position of the Committee. As part of this review, the Committee will be required to provide evidence of good governance through the performance of regular risk assessments.

Members are asked to review the attached Risk Assessment and agree its contents.

12. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 15 June 2017 at 5.15pm at Nightingale Cemetery and thereafter in the Council Chamber.

13. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
JOINT BURIAL BOARD							
401 JBC-OVERHEADS							
4105	0	157	0	-157		-157	0.0 %
4109	0	146	0	-146		-146	0.0 %
4111	0	23	0	-23		-23	0.0 %
4120	0	0	400	400		400	0.0 %
4124	0	20	0	-20		-20	0.0 %
4125	0	4,472	4,472	0		0	100.0 %
4126	0	0	150	150		150	0.0 %
4127	0	795	1,000	205		205	79.5 %
4128	0	0	400	400		400	0.0 %
4136	0	0	500	500		500	0.0 %
4142	0	0	500	500		500	0.0 %
4146	0	427	2,500	2,073		2,073	17.1 %
4151	19	208	210	2		2	99.0 %
4157	0	0	400	400		400	0.0 %
4163	0	0	500	500		500	0.0 %
4165	0	101	0	-101		-101	0.0 %
4171	0	27,000	27,000	0		0	100.0 %
	19	33,349	38,032	4,683	0	4,683	87.7 %
JBC-OVERHEADS :- Expenditure							
4176	0	61,521	61,521	0			100.0 %
4177	0	2,983	3,051	-68			97.8 %
4194	0	23	0	23			0.0 %
4196	0	250	340	-90			73.4 %
	0	64,777	64,912	-135			99.8 %
JBC-OVERHEADS :- Income							
Net Expenditure over Income							
	19	-31,428	-26,880	4,548			
411 CEMETERY-EASHING							
4104	0	135	0	-135		-135	0.0 %
4105	0	59,443	67,445	8,002		8,002	88.1 %
4109	0	30	0	-30		-30	0.0 %
4111	0	1,291	1,300	9		9	99.3 %
4112	0	82	300	218		218	27.3 %
4113	0	710	475	-235		-235	149.5 %
4114	0	145	500	355		355	29.1 %
4117	0	100	550	450		450	18.2 %
4118	0	0	200	200		200	0.0 %
4129	0	0	200	200		200	0.0 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4136 MAINTENANCE-PROPERTY	0	93	0	-93		-93	0.0 %
4140 MAINTENANCE-EASHING LODGE	0	1,315	0	-1,315		-1,315	0.0 %
4147 MEMORIAL INSPECTION	0	0	500	500		500	0.0 %
4149 PEST CONTROL	0	0	750	750		750	0.0 %
4158 LETTING FEES	0	1,900	0	-1,900		-1,900	0.0 %
4159 CHAPELS	0	261	0	-261		-261	0.0 %
4161 EQUIPMENT PURCHASED	0	229	0	-229		-229	0.0 %
4165 WASTE REMOVAL	0	1,222	900	-322		-322	135.8 %
4166 FIRE EXTINGUISHERS	0	50	0	-50		-50	0.0 %
4169 MAINTENANCE-TREE	0	0	1,000	1,000		1,000	0.0 %
4264 JBC DRIVEWAYS	0	975	0	-975		-975	0.0 %
CEMETERY-EASHING :- Expenditure	0	67,980	74,120	6,140	0	6,140	91.7 %
4181 INCOME-INTERMENTS	350	10,710	8,000	2,710			133.9 %
4182 INCOME-PURCHASE OF GRAVES	0	8,297	7,000	1,297			118.5 %
4186 INCOME-INSCRIPT & MEMORIALS	0	1,730	1,200	530			144.2 %
4188 INCOME-CHAPEL	0	420	280	140			150.0 %
4191 INCOME-RENT LODGES	0	15,200	16,200	-1,000			93.8 %
4192 INCOME-RENT CHAPEL	0	270	0	270			0.0 %
4195 INCOME-HIRE OF CHAPEL	0	70	0	70			0.0 %
4198 INCOME-MISCELLANEOUS	0	515	0	515			0.0 %
CEMETERY-EASHING :- Income	350	37,212	32,680	4,532			113.9 %
Net Expenditure over Income	-350	30,769	41,440	10,671			
421 CEMETERY-NIGHTINGALE							
4105 GROUNDS MAINTENANCE	0	15,365	12,500	-2,865		-2,865	122.9 %
4107 FEES-SEXTON DUTY	0	60	0	-60		-60	0.0 %
4111 RATES-GENERAL	0	186	180	-6		-6	103.5 %
4112 RATES-WATER	0	-735	-800	-65		-65	91.8 %
4118 ELECTRICAL TESTING	0	0	200	200		200	0.0 %
4138 MAINTENANCE CONTRACTS	0	163	0	-163		-163	0.0 %
4139 MAINTENANCE-N-LODGE	0	1,160	0	-1,160		-1,160	0.0 %
4140 MAINTENANCE-EASHING LODGE	0	70	0	-70		-70	0.0 %
4144 SECURITY INTRUDER ALARM	0	0	150	150		150	0.0 %
4146 FEES-PROFESSIONAL	0	1,300	0	-1,300		-1,300	0.0 %
4147 MEMORIAL INSPECTION	0	2,400	0	-2,400		-2,400	0.0 %
4149 PEST CONTROL	0	700	750	50		50	93.3 %
4159 CHAPELS	0	64,097	65,000	903		903	98.6 %
4161 EQUIPMENT PURCHASED	0	35	0	-35		-35	0.0 %
4166 FIRE EXTINGUISHERS	0	80	0	-80		-80	0.0 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4173 NIGHTINGALE CHAPEL	0	2,441	0	-2,441		-2,441	0.0 %
CEMETERY-NIGHTINGALE :- Expenditure	0	87,321	77,980	-9,341	0	-9,341	112.0 %
4181 INCOME-INTERMENTS	0	2,470	1,170	1,300			211.1 %
4182 INCOME-PURCHASE OF GRAVES	0	12,400	3,800	8,600			326.3 %
4186 INCOME-INSCRIPT & MEMORIALS	0	240	120	120			200.0 %
4188 INCOME-CHAPEL	0	10,000	10,000	0			100.0 %
4191 INCOME-RENT LODGES	0	10,500	12,600	-2,100			83.3 %
4198 INCOME-MISCELLANEOUS	0	120	0	120			0.0 %
CEMETERY-NIGHTINGALE :- Income	0	35,730	27,690	8,040			129.0 %
Net Expenditure over Income	0	51,591	50,290	-1,301			
900 EMR PAYMENTS							
9001 DRIVEWAYS FUND	0	2,000	2,000	0		0	100.0 %
9002 MAINTENANCE NIGHTINGALE	0	1,000	1,000	0		0	100.0 %
9004 MAINTENANCE EASHING	0	1,000	-26,500	-27,500		-27,500	-3.8 %
9005 MAINTENANCE EASHING LODGE	0	1,000	1,000	0		0	100.0 %
9006 CHAPEL BUILDINGS	0	-66,000	-49,000	17,000		17,000	134.7 %
9007 MAINTENANCE NIGHTINGALE	0	1,000	1,000	0		0	100.0 %
9009 FEES-LETTINGS	0	1,000	1,000	0		0	100.0 %
9010 RAILINGS & BOUNDARIES	0	4,500	4,500	0		0	100.0 %
EMR PAYMENTS :- Expenditure	0	-54,500	-65,000	-10,500	0	-10,500	83.8 %
Net Expenditure over Income	0	-54,500	-65,000	-10,500			
JOINT BURIAL BOARD :- Expenditure	19	134,150	125,132	-9,018	0	-9,018	107.2 %
Income	350	137,718	125,282	12,436			109.9 %
Net Expenditure over Income	-331	-3,568	-150	3,418			

GODALMING JOINT BURIAL COMMITTEE
Final Statistics as at 31 December 2016 and Current Quarter Figures to 10 March 2017

INTERMENTS

(a) Eashing

Quarter Ending

Quarter Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
30-Jun-13	2	3	5	0	0	0	1	1	2	0	1	1	3	5	8
30-Sep-13	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
31-Dec-13	2	1	3	0	0	0	2	1	3	2	2	4	6	4	10
31-Mar-14	1	3	4	0	0	0	1	0	1	2	3	5	4	6	10
30-Jun-14	1	1	2	0	0	0	1	0	1	1	2	3	3	3	6
30-Sep-14	5	1	6	0	0	0	0	1	1	2	1	3	7	3	10
31-Dec-14	2	1	3	0	0	0	1	0	1	2	1	3	5	2	7
31-Mar-15	7	3	10	0	0	0	0	0	0	2	0	2	9	3	12
30-Jun-15	1	1	2	0	0	0	1	0	1	2	4	6	4	5	9
30-Sep-15	4	1	5	0	0	0	0	0	0	1	1	2	5	2	7
31-Dec-15	4	0	4	0	0	0	0	0	0	3	0	3	7	0	7
31-Mar-16	3	0	3	0	0	0	2	0	2	1	0	1	6	0	6
30-Jun-16	3	1	4	0	0	0	1	0	1	0	1	1	4	2	6
30-Jun-16	3	1	4	0	0	0	1	0	1	0	1	1	4	2	6
30-Sep-16	3	0	3	0	0	0	1	1	2	1	1	2	5	2	7
31-Dec-16	8	1	9	0	0	0	3	1	4	1	0	1	12	2	14
31-Mar-17	3	0	3	0	0	0	2	1	3	1	2	3	6	3	9

(b) Nightingale

Quarter Ending

Quarter Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
30-Jun-12	1	0	1	0	0	0	0	0	0	1	0	1	2	0	2
30-Sep-12	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
31-Dec-12	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
31-Mar-13	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
30-Jun-13	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
30-Sep-13	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
31-Dec-13	3	1	4	0	0	0	0	0	0	1	1	2	4	2	6
31-Mar-14	1	0	1	0	0	0	1	0	1	0	0	0	2	0	2
30-Jun-14	3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
30-Sep-14	0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
31-Dec-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31-Mar-15	1	2	3	0	0	0	1	0	1	0	0	0	2	2	4
30-Jun-15	1	1	2	0	0	0	0	0	0	0	2	2	1	3	4
30-Sep-15	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
31-Dec-15	0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
31-Mar-16	3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
30-Jun-16	0	1	1	0	0	0	0	0	0	0	1	1	0	2	2
30-Sep-16	1	1	2	0	0	0	0	0	0	0	0	0	1	1	2
31-Dec-16	1	1	2	0	0	0	1	0	1	0	0	0	2	1	3
31-Mar-17			0			0			0			0	0	0	0

Total

Year Ending

Year Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
31-Mar-08	11	6	17	1	0	1	1	4	5	1	0	1	14	10	24
31-Mar-09	14	10	24	0	0	0	2	1	3	0	1	1	16	12	28
31-Mar-10	16	10	26	0	0	0	4	5	9	5	2	7	25	17	42
31-Mar-11	15	7	22	0	0	0	9	5	14	3	0	3	27	12	39
31-Mar-12	10	4	14	2	0	2	2	5	7	8	3	11	22	12	34
31-Mar-13	16	6	22	0	0	0	4	1	5	6	0	7	27	7	34
31-Mar-14	10	10	20	0	0	0	5	2	7	5	1	6	20	19	39
31-Mar-15	19	11	30	0	0	0	3	1	4	7	4	11	29	16	45
31-Mar-16	16	6	22	0	0	0	4	0	4	7	7	14	27	13	40
31-Mar-17	19	5	24	0	0	0	8	3	11	3	5	8	30	13	43

PLOTS SOLD

Quarter Ending

Quarter Ending	Eash	Natural	N'gale	Total	Year End Total
30-Jun-11	3	0	0	3	
30-Sep-11	3	0	1	4	
31-Dec-11	1	2	0	3	
31-Mar-12	4	1	1	6	16
30-Jun-12	1	2	3	6	
30-Sep-12	4	2	5	11	
31-Dec-12	3	0	3	6	
31-Mar-13	6	1	1	8	31
30-Jun-13	1	0	5	6	
30-Sep-13	3	0	4	7	
31-Dec-13	4	1	5	10	
31-Mar-14	4	0	1	5	28
30-Jun-14	4	0	6	10	
30-Sep-14	3	0	2	5	
31-Dec-14	1	1	2	4	
31-Mar-15	6	0	9	15	34
30-Jun-15	5	0	3	8	
30-Sep-15	4	1	0	5	
31-Dec-15	4	0	1	5	
31-Mar-16	2	0	1	3	21
30-Jun-16	4	3	0	7	
30-Sep-16	2	2	0	4	
31-Dec-16	6	2	2	10	
31-Mar-17	0	2	0	2	23



Signed By

Name:	Louise Goodfellow
Email:	Townclerk@godalming-tc.gov.uk
Client of:	Mark Mulberry

Signature Detail

Date & Time:	25/01/2017 04:44:36 (GMT)
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Louise Goodfellow agrees and approves the contents of this document.

Godalming Town Council

Internal Audit

Year Ended 31st March 2017



Prepared by: Mulberry & Co
Date of Interim Visit: 18th November 2016
Date of Final Visit: TBC

Law and Regulation Regarding Internal audit

Regulation 6 of the Accounts and Audit (England) Regulations 2011 imposes a duty on local councils to ‘maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control. Internal audit is a key component of the system of internal control.

The purpose of internal audit is to review and report to the council whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s role is to assist the council in fulfilling its responsibility to have and maintain proper internal control arrangements and those for the prevention and detection of fraud, error or mistakes

All internal audit work must be reported to the council. Any report by internal audit is addressed to the council, may recommend actions to be taken by the council, and should be treated as a document open to view by local taxpayers.

Two pieces of legislation set out how local councils should behave when accounting for the public funds they manage and what rights local taxpayers have in relation to those accounts. These are the **Audit Commission Act 1998** and the **Accounts and Audit Regulations issued from time to time under the Act**. The requirement for local councils to prepare accounts annually and to subject them to external audit comes from the Audit Commission Act 1998 (the Act). The Act describes the rights of taxpayers and other interested parties in relation to those accounts.

Under the regulations, all local councils must at least once a year conduct in accordance with proper practices a review of the effectiveness of their system of internal control and publicly report the outcome. The Annual Governance Statement in Section 2 of the annual return provides the means for local councils to report to local taxpayers on their system of internal control.

This report is prepared for the council and proper officers of the council named above, for use in fulfilling their obligations under the Audit Commission Act 1998 and the Accounts and Audit Regulations issued from time to time under the Act for preparing the Annual Return and reviewing the effectiveness of their system of internal controls. Mulberry and Co accept no responsibility for any action or inaction taken as a result of the findings of this report and accept no responsibility to any other party other than those named above.

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Summary Findings

I enclose my interim report for your kind attention and presentation to the council. My audit was conducted in accordance with current practices and guidelines and testing was conducted in line with the inherent risks assessment. Whilst I have not tested all transactions, my sample has where appropriate covered the entire year to date. Amongst others, the following areas were covered in my testing:-

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the RBS package.

It is my conclusion that the council has robust policies and procedures in place that are fit for purpose and it has provided evidence to show it is following its own financial regulations and standing orders. In addition to this, the council has risk management strategies in place and policies that enable it to achieve its principle objectives and where there is a financial risk this is appropriately insured for.

Councillors are informed individuals and are provided opportunities for training and every effort is made by the council to ensure new members are given training and support.

The council staff are trained and demonstrate a good working knowledge of the council and actively seek to make continuous improvements for the betterment of the council.

I conclude that at the interim stage there are no significant matters that require attention and whilst my report does recommend a couple of improvements these are only to improve upon an already well ordered system.

A. BOOKS OF ACCOUNT

The council continues to use RBS an industry specific accounting package. I have tested the brought forward balances against the prior year annual return and can confirm these have been brought forward correctly.

The RBS system is used daily to report and record the financial transactions of the council and a review of the cashbook shows that all data fields are being entered, the hard copy reports are easy to read and logically filed. I therefore make no recommendation to change in this system.

The council also uses Sage Line 50 for its payroll function.

The council uses a diary based/manual system for hall hires and a manual system for burials.

The clerk/RFO is responsible for ensuring staff are trained and this is reviewed via annual the appraisal system.

B. FINANCIAL REGULATIONS, STANDING ORDERS, POLICIES

The NALC model Financial regulations were taken to council in March 2016, and duly approved.

The NALC model Standing Orders were taken to council November 2015 and duly approved. It was demonstrated that three clear working days notice is given of council meetings.

The council has a number of policies in place and a robust attitude to maintaining and following these on an ongoing basis.

The NALC model Members Code of Conduct was last reviewed/adopted in September 2013. No amendments or changes have been made since that date; however, the governance committee will be reviewing before the year end. It was demonstrated that the declarations of interest were signed within 28 days of appointment.

The council has an open-door policy and an ethos to providing training and support to members throughout their term as councillor's. The council has a training budget in place and all councillors are given a member's pack that contains policies and regulations.

Council is given authority to spend via the annual budget process, payments are made so long as there is available budget. It is clear council has good robust systems, policies and regulations in place and takes seriously its responsibility in this regard.

Council has 20 member positions of which no are currently vacant. Council meets regularly throughout the year.

Payments are authorised in accordance with financial regulations and a dual signatory system is in place for all payments including BACs. Council is seen to approve bad and doubtful debts.

C. RISK MANAGEMENT & INSURANCE

The council has a risk strategy in place and monitors and reviews risk on an ongoing basis. Council is aware of and has policies in place to mitigate financial risk.

Council is insured with Aviva on a standard local authority long term deal. Asset and money cover appear adequate.

The council is working on a neighbourhood plan and does have a work programme in place for the audit and staffing policy & management committees. Whilst there is no business plan in place there is an understanding of what the council wants to achieve over the foreseeable future.

D. BUDGET & PRECEPT

The council is the process of preparing the budgets for 2017/18. It is anticipated this will be completed by end of December/January. Full council will review in January.

Council has circa £550k of bank balances of which £150k is currently earmarked. At an average net spend of £35k per month the remaining general reserves at the year-end will be circa £225k, this equates to roughly five months of monetary cover, although does not leave significant room for unplanned expenditure or new earmarked reserves. This is adequate for a council of this size.

There is likely to be a budget deficit at the year end; however this will be covered by general and earmarked reserves.

E. INCOME

This will be the focus of a second interim visit.

F. PETTY CASH

TBC at second visit

G. PAYROLL

TBC at year end

H. ASSETS AND INVESTMENTS

The asset registers are up to date and properly maintained.

I. BANK RECONCILIATIONS

The bank reconciliations for all accounts are properly prepared and presented to council and committee for verification and approval. The system of reconciliation is working correctly.

The reconciliation at the 30th September was verified in detail,

J. YEAR END ACCOUNTS

Tbc year end

K. TRUSTEESHIP

N/A

Mark Mulberry

Internal Auditor
18th November 2016.

Points Forward – Action Plan

Point Forward / Action needed Other	Auditor notes	Council response
Payment approval sheets	The system of approving payments is working, although I would suggest perhaps looking to see if a transaction number or payment date can be used in place of a calendar period to avoid back posted items being omitted.	

Overview of Council

	Work Task	Schedule Ref	Notes/Results
Terms of Engagement			
1	Review terms of engagement letter and confirm appropriate to this year		New engagement letter issued Engagement letter is kept on the correspondence file.
2	Confirm that the professional independence and competence questionnaire has been completed and agreed with the client	1.2	Yes – confirmed and attached
3	Complete Budget	1.3	Completed & Agreed with Client
4	Complete Timetable	1.4	Completed & Agreed with Client
Planning Notes – Understanding the Town & Parish Council			
	Number of electors and size of precept		16,000 2015/16 Precept £457k Grant £13k 2014/15 Precept £449k Grant £16k
	Key personnel		Louise Goodfellow Clerk & RFO Rita Tong – Accountant
	Type of financial accounting in place i.e. Manual books, computerised system		RBS Omega Accounts system
	Does the council carry out an annual risk assessment, and is it documented.		Yes – The various assessments are reviewed on a rolling annual basis and are approved by the various sub committees and ratified by the full council. Audit sub committee are reviewing various risk assessments as an on-going project.
	Does the council have a good control environment (evidence of internal reviews and counter signing of cheques etc)		Yes there are good internal controls in place – see notes attached.
	Any significant changes since prior year (staff or procedures)		New accountant
	Any there any matters arising from last year's audit and/or management letter		None
	Matters arising from discussions with council, including whether there is any evidence of fraud or material misstatement.		None
	Key high risk or expected problem areas,		None

Professional Independence and Competence Questionnaire

The internal audit function must be sufficiently independent from the management of financial controls and procedures of the council which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the council.

There are two key principles, which all local councils must follow in setting up their internal audit function, regardless of how procured: **independence and competence**.

INDEPENDENCE	
Do you have any specific reliance on the fee to be earned from this assignment	No
Overdue fees	
Does the client/group of clients owe the firm any money which exceeds our normal credit terms?	No
Litigation	
Is there any actual or anticipated litigation between us and the client in relation to fees, audit work or other work?	No
Associated firms	
Are you or your staff associated with any other practice or organisation which has had any dealings with the client council?	No
Family or other personal relationships	
Do you or any of your staff have personal or family connections with the council or its officers?	No
Mutual business interest	
Do you or any of your staff have any mutual business interests with the client or with an officer or employee of the client?	No
Financial involvement	
Do you or your staff, or anyone closely related to you or any of your staff, have any financial involvement in the client in respect of the following:	
Any beneficial interest in shares or other investments?	No
Any loans or guarantees?	No
Goods and services: hospitality	
Have you or any of your staff accepted materials, goods or services on favourable terms or received undue hospitality from the council?	No
Ex-partners or senior staff	
Has any senior officer of the council been a partner or senior employee of the practice?	No
Is the partner or any senior employee on the audit team in negotiations to join the client?	No
Long association	
Have you been acting for more than 10 years? If yes, then consider rotation/engagement quality review. 9th Year of auditing	No
Provision of other services	
Do we provide any of the following services to the client:-	
Accounting services, book-keeping or payroll services	No
Staff secondments	No
IT services where we are involved in the design, provision or implementation of systems	No
Specialist valuations which are included in the accounts	No
Tax compliance work or tax planning	No

Corporate finance activities	No
Any advocacy services e.g. Tax commissioner hearings	No
Any services relating to the management of the council	No
Any other services that may cause a threat to the firm's objectivity or independence	No
Where any of the above have been answered 'yes', then specify below what safeguards are proposed to maintain integrity and independence:-	
Competence	
Consider the following matters prior to deciding to accept appointment/re-appointment as auditors:	
Are there any particular challenges and risks associated with this client?	No
Do we have sufficient expertise available to undertake this audit engagement?	Yes
Are there sufficient resources available to undertake this audit engagement?	Yes
Having regard to the safeguards identified, I am satisfied that we are independent and competent to perform this audit.	

Budget

		Hours
Planning & Systems Work	Interim Visit	2
File Review and reporting	Interim Visit	1
Financial Procedures	Final Visit	2
File review	Final Visit	1
Total Budget Hours		6
Hourly Rate		£50
Time Cost		£300
Other costs	Mileage	£50
Total Budgeted Cost		£350
Total Budgeted Fee		£400

Timetable

Autumn 2016	Planning and Interim Audit work
February 2017	Second Interim
May 2017	Final Audit work
May 2017	Issue Audit Report & Letter

Inherent Risk Assessment

Based on the above findings and discussions with council it is my opinion that the inherent risk within the systems of the council is categorised as follows

Work Task	notes	
Are standing orders and financial regulations regularly reviewed	Yes these were on site and were current and reference to a minute	Low Risk
Is council following its written Financial regulations & standing orders	Yes	Low Risk
Does the council have risk assessments in place and are these reviewed at least annually	Yes	Low Risk
Does the council have a committee or working party responsible for internal checking	Yes	Low Risk
Is there evidence of hierarchical review (counter signing bank rec, invoices etc)	Yes	Low Risk
Is there regular reporting against budget?	Yes	Low Risk
Are books and records maintained on a regular basis	Yes	Low Risk
Is the clerk under time pressure	No	Low Risk
Are there complicated transactions?	No complicated transactions	Low Risk
Any changes to key staff	No	Low Risk
Any changes in systems or procedures	No	Low Risk
Is all info on site and to hand?	All info on site and to hand	Low Risk
Any problems in the past	No problems in past	Low Risk
Are there any other factors to consider?	Records neat and tidy	Low Risk

Conclusion & Opinion

I discussed the system above with the RFO and reviewed an invoice picked at random, which contained all the details mentioned above.

The system in place is robust and entirely fit for purpose for a Parish Council of this size. There are good internal controls, policies and procedures in place which are reviewed on an annual basis.

I am of the opinion that the inherent risk in the system is low and would recommend a sample size of 10 when testing in detail and would also state that the internal controls can be relied upon.

Specific Audit Plan

Audit Area	Notes	Risk of error or misstatement	Tests	Ref
<p>Section 4 Annual Return</p> <p>Appropriate books of account have been kept properly throughout the year.</p>	<p>RBS package in place, limited and uncomplicated transactions</p>	<p>Low</p>	<p>Review transactions in cashbook make verbal enquiries. Test arithmetic.</p>	<p>A</p>
<p>The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</p>	<p>Good, simple system</p>	<p>Low</p>	<p>Review invoices and reconcile to cash book in detail. Review minutes and cheque books for authorisations</p>	<p>B</p>
<p>The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>Risk assessment policy written risk assessments carried out</p>	<p>Low</p>	<p>Review and comment</p>	<p>C</p>
<p>The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate</p>	<p>RBS package used</p>	<p>Low</p>	<p>Review minutes for evidence of council discussion of the same</p>	<p>D</p>
<p>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</p>	<p>Only income is precept</p>	<p>Low</p>	<p>Test to precept application</p>	<p>E</p>
<p>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</p>	<p>Limited Petty Cash</p>	<p>Low</p>	<p>Review and comment</p>	<p>F</p>
<p>Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.</p>	<p>Payroll processed using sage system</p>	<p>Low</p>	<p>Test rates and hours are authorised Test net wages to payments due</p>	<p>G</p>
<p>Asset and investments registers were complete and accurate and properly maintained.</p>	<p>Fixed asset register in place</p>	<p>Low</p>	<p>Review insurance schedule and cashbook for missing items off the register</p>	<p>H</p>
<p>Periodic and year-end bank account</p>	<p>Regular reconciliations on RBS</p>	<p>Low</p>	<p>Test reconciliation in detail</p>	<p>I</p>

<p>reconciliations were properly carried out.</p>			<p>Low</p>	<p>Test audit trail sufficient for electors rights</p>	<p>J</p>
<p>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.</p>	<p>Receipts and payments</p>		<p>Low</p>	<p>Nothing to test</p>	<p>K</p>
<p>Trust funds (including charitable) The council met its responsibilities as a trustee.</p>	<p>None</p>		<p>Low</p>		

end of interim report

FINANCIAL RISK ASSESSMENT FOR GODALMING JOINT BURIAL COMMITTEE FOR THE YEAR ENDED 31 MARCH 2017

Risk (What could happen)	Impact	Likely	Control Measure	Status Who/When
PRECEPT				
Precept not set	H	L	Budget setting process is diarised to align with relevant Committee meetings.	RFO / Town Clerk
Precept not paid	M	L	Regular budget monitoring of actual against budget would pick up significant variances.	RFO
Adequacy of precept	M	L	Regular budget monitoring of actual against budget would pick up significant variances.	RFO
CEMETERY CHARGES				
Invoices not raised	H	L	Cemetery Manager raises invoices when paperwork received. RFO performs quarterly audit to ensure all Deeds of Grants and Burial Records have invoice associated with them.	Cemetery Manager / RFO
Grave not allocated or duplicate grave number allocated	H	L	Cemetery Manager allocates grave number when paperwork received. All allocated grave numbers are recorded in both Plot Register and Register of Purchased Graves. Cemetery Manager checks both registers before allocating new grave number. Secretary to the Town Clerk writes up Deeds of Grants and checks a grave number has been allocated.	Cemetery Manager
Invoices not paid	M	L	Burials are not performed until payment is confirmed. Deeds are not issued until payment is confirmed. RFO performs monthly credit control and follows up on unpaid invoices.	RFO

Risk (What could happen)	Impact	Likely	Control Measure	Status Who/When
EXPENDITURE				
Goods / Services not supplied to JBC	M	L	Cemetery Manager signs off all invoices to confirm good / service has been received. RFO does not pay invoice without such signature.	Cemetery Manager / RFO
Invoice incorrectly calculated	L	L	RFO checks accuracy as inputted into financial system.	RFO
Payment made for wrong amount	M	M	JBC pays suppliers via cheque which are written up by the RFO. Cheque signing members are required to check that the amount of cheque matches the invoice and sign both the cheque stub and invoice as evidence of this check.	RFO / Members
Payment made to wrong party	M	M	JBC pays suppliers via cheque which are written up by the RFO. Cheque signing members are required to check the payee matches the invoice and sign both the cheque stub and invoice as evidence of this check	RFO / Members
VAT				
VAT return not completed	H	L	JBC has signed up for email alerts from HMRC reminding RFO it's time to complete return	RFO
Incorrect VAT charged on sales	H	L	All sales made by JBC are VAT exempt, reducing likelihood of error being made. RFO checks invoices raised by Cemetery Manager as inputting into financial system.	RFO

Risk (What could happen)	Impact	Likely	Control Measure	Status Who/When
RESERVES				
Inadequate levels of reserves are kept	M	L	The adequacy of reserves are considered both at budget setting time, and whenever significant projects are being considered.	RFO
Earmarked Reserves are used unlawfully	H	L	All payments to be funded by Earmarked Reserves must be authorised by the Committee and the Minute reference noted within the financial system and / or on the invoice.	RFO / Town Clerk
ASSETS				
Assets are lost or damaged	M	H	Regular inspections performed by Cemetery Manage. Insurance is reviewed annually to ensure adequate to protect against loss and / or damage.	Cemetery Manager / RFO
Risk or damage to third party property or individuals	H	M	Public Liability Insurance held and reviewed annually for adequacy.	RFO

GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the Codes of Conduct adopted by Godalming Town Council & Busbridge Parish Council).

As required by the Localism Act 2011 and the adopted Codes of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.