

**MINUTES AND REPORT OF THE AUDIT SUB COMMITTEE
HELD ON THE 3 OCTOBER 2011**

* Councillor S Bott – Chairman
* Councillor Hunter – Vice Chairman
0 Councillor Wheatley
0 Councillor A Bott
* Councillor Welland

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

191. MINUTES

The Minutes of the Meeting held on 16 June 2011 were signed by the Chairman as a correct record.

192. APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Councillor Wilson was approved as a substitute for Councillor Wheatley.

193. 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 80.

194. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Members declared no Personal or Prejudicial Interest in relation to any item on the agenda for this meeting, which is required to be disclosed by Local Authorities (Model Code of Conduct) Order 2007 No.1159.

195. INTERNAL AUDITOR

The Internal Auditor, Mark Mulberry of Mulberry and Co, was present to meet the Members of the committee and gave a brief outline of the responsibilities of the Internal Auditor and the role of the Audit Sub Committee Members. As most of the committee Members were new it was agreed that they should receive training on how to discharge their responsibilities relating to this committee.

196. WORK PROGRAMME

Members reviewed the work programme including highlighted action points for the coming year and received the revised reports to date (completed copies attached to record minutes).

In the absence of Councillor A Bott it was noted that the highlighted action points relating to her items on the work programme were to be discussed at a further meeting in October with the Town Clerk and the RFO.

The remainder of the Members agreed to liaise with the Responsible Finance Officer or Facilities Manager regarding their areas of responsibility on the work programme to ensure these were completed prior to the March meeting (a copy of the updated work programme is attached to record minutes).

197. BANK RECONCILIATION

The Responsible Finance Officer tabled the Bank Reconciliation for the Joint Burial Committee to 30 September 2011 and the bank reconciliation for Godalming Town Council to 31 August 2011 for the information of Members.

The NALC Practitioners' Guide 3.51 states that 'Bank reconciliation should be performed regularly, perhaps quarterly or monthly'.

It was agreed that the Responsible Finance Officer should continue to prepare the reconciliations monthly. It was suggested that the Town Clerk sign these off monthly, however, it was noted that the reconciliations would still need to be reviewed by the Audit Sub Committee and therefore they should continue to be brought to the meeting as currently agreed.

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

198. REVIEW OF SUPPLIERS

On behalf of the Facilities & Cemeteries Manager the Responsible Finance Officer reported that a review of suppliers had continued. The tariff for the water rates for both the Joint Burial Committee properties had been renegotiated resulting in a refund of £1,236; the general rates for Joint Burial Committee had also been challenged and a transitional rate given amounting to £540 rebate.

It was agreed that Councillor Hunter would liaise with the Facilities Manager regarding this review.

199. RBS ACCOUNTING SOLUTIONS MIGRATION

Members noted that the Responsible Finance Officer had concluded the transfer of data and upgrading both the Godalming Town Council and Godalming Joint Burial Committee accounts to the new RBS system from DOS to Windows.

Members also noted that the work for this transfer was completed by 30 June 2011 and all statutory returns including VAT and Inland Revenue returns were completed within the statutory deadlines. The Audit sub committee noted that the bank reconciliations were also finalised and agreed by 30th June 2011 but agreed that it was the current reconciliations that should be signed.

It was noted that, as the committee members were new and appointed after the transfer of accounts had been agreed, Members were reviewing the transfer process retrospectively. It was agreed, therefore, that it would be helpful to Members for the Responsible Finance Officer to provide a brief outline of the transfer process of the tests and checks undertaken for the next meeting.

200. EXTERNAL AUDIT REPORTS FOR GODALMING TOWN COUNCIL AND JOINT BURIAL COMMITTEE

The Responsible Finance Officer reported that, neither the External audit report for the Joint Burial Committee nor Godalming Town Council had yet been received back from BDO, the External Auditors. This was despite the fact that they should have been signed off by the 30 September 2011. BDO have indicated that they are behind with the Audits this year, however, it is anticipated they will be signed off by the due date but may not be received until later in October. Since the next Audit Sub Committee meeting is in March 2012, it was agreed that when the reports were received they would be taken to the

following Policy & Management Committee meeting for review unless there were substantive measures to discuss.

201. DATE OF NEXT MEETING

It was agreed to change the next meeting of the Audit Sub Committee which would now be scheduled to be held on Thursday, 1 March 2012 at 6.30 pm in the Town Clerk's office.

202. ANNOUNCEMENTS

There were no announcements.