

**MINUTES AND REPORT OF THE AUDIT COMMITTEE
HELD ON THE 13 NOVEMBER 2014**

*	Councillor Hunter – Chairman
*	Councillor Thornton – Vice Chairman
*	Councillor Noyce
0	Councillor Robinson
0	Councillor Williams

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

224. MINUTES

The Minutes of the Meeting held on 12 June 2014 were signed by the Chairman as a correct record.

225. 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.

226. 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.

227. WORK PROGRAMME

Members reviewed the work programme, including action points and agreed the updates made to the work programme.

Members noted the following internal reviews (copies attached to record minutes):

- Checking of random cheque payments
- Checking of cheques prepared for payments
- Checking of Petty Cash
- Checking of Income Controls
- Checking of Proper Book-keeping procedures
- Checking of PAYE
- Checking VAT

Members also received a report on Budgetary Controls which was tabled at the meeting (copy attached to the record minutes). Members agreed the following recommendations to Full Council.

- That an additional user licence to access the RBS finance management system with the associated training be purchased to allow staff to access up-to-date income and expenditure information.
- That a full time financial administrator be engaged as a matter of priority.

Members noted a report on the Godalming Town Council website which was tabled at the meeting (copy attached to the record minutes) and agreed that the report should be sent to Full Council.

228. BANK RECONCILIATION

The current Bank Reconciliation was tabled for the information of Members.

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

229. EXTERNAL AUDIT

Members noted the reports from the External Auditor for both Godalming Town Council and the Godalming Joint Burial Committee for the financial year ending 31 March 2014 and agreed that the following should be reported to Full Council

Godalming Town Council: The external audit for the year ending 31 March 2014 was received on 12 September 2014, there were no matters which came to the auditor's attention which required the issuing of a separate additional arising report. The Notice of Conclusion of Audit has been displayed on the Town Council's notice board for at least 14 days as required by the Accounts & Audit Regulations 2011.

Godalming Joint Burial Committee: The external audit for the year ending 31 March 2014 was received on 23 September 2014, there were no matters which came to the auditor's attention which required the issuing of a separate additional arising report. The Notice of Conclusion of Audit has been displayed on the Town Council's notice board for at least 14 days as required by the Accounts & Audit Regulations 2011.

230. INTERNAL AUDIT

Members noted that due to the absence of the Responsible Finance Officer the first part of the Internal Audit due for 30 October 2014 by Mulberry & Co had been rescheduled for the 19 November 2014. Members also noted that this part of the Internal Audit would be looking at systems, policies and procedures. The second part of the internal audit, will be conducted shortly after the year end date in 2015, and will concentrate on the financial aspects.

231. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held on Thursday, 19 March 2015 at 6.30 pm in the Council Chamber.

232. ANNOUNCEMENTS

There were no announcements.