

**MINUTES AND REPORT OF THE AUDIT COMMITTEE  
HELD ON 1 JULY 2021**

- \* Councillor Boyle
- \* Councillor Crooks – Vice-Chair
- \* Councillor Heagin – Chair
- \* Councillor Stubbs
- \* Councillor Welland

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

135. MINUTES

The Minutes of the Meeting held on 20 May 2021 were signed by the Chair as a correct record.

136. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

137. 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.

138. 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 5.

139. QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

140. WORK PROGRAMME

Members considered the Committee's Work Programme and noted progress on the items therein (copy attached to record minutes).

141. BANK RECONCILIATION

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

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

142. INCOME CONTROLS

Members received the report on the review of income controls and noted there were no issues raised.

143. PAYMENT CONTROLS

Members to receive the report on the review of payment controls and noted there were no issues raised.

144. PAYROLL CONTROLS

Members to receive the report on the review of payroll controls and noted there were no issues raised.

145. PETTY CASH

Members to receive the report on the review of petty cash and noted that the need for continuing to hold petty cash was reduced now that a corporate credit card was available. Members recommended consulting with staff over discontinuing petty cash and using the reimbursement process instead. Members further noted that consideration for cash floats at events needed to be incorporated into event planning in future.

146. PROPER BOOKKEEPING

Members to receive the report on the review of proper bookkeeping and noted there were no issues raised.

147. VAT CONTROLS

Members to receive the report on the review of VAT controls and noted there were no issues raised.

148. DATE OF NEXT MEETING

The next meeting of the Audit Committee is scheduled to be held in The Pepperpot on Thursday, 16 September 2021 at 7.00pm.

149. ANNOUNCEMENTS

There were no announcements.