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MINUTES AUDIT COMMITTEE

Tuesday 24 July 2018

Councillor Paul Feeney (Chair)

Councillor Bob Collis
Councillor Sandra Barnes
Councillor Chris Barnfather

Councillor Boyd Elliott
Councillor Helen Greensmith
Councillor Viv McCrossen

Officers in Attendance: A Ball, A Dubberley and M Hill

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None.

2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 20 MARCH 2018

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

3 DECLARATION OF INTERESTS.

None.

4 INTERNAL AUDIT PROGRESS REPORT 2017/18

Amjad Ali, Audit Manager (RSM), introduced a report, which had been circulated prior to the meeting, summarising the outcome of audit activity completed between December and March.

RESOLVED:

To note the report.

5 ANNUAL INTERNAL AUDIT REPORT 2017/18

Amjad Ali, Audit Manager (RSM), introduced a report, which had been circulated prior to the meeting, reporting audit activities during the 2017/18 financial year.

RESOLVED:

To note the report.

6 KPMG EXTERNAL AUDIT REPORT 2017/18

Andrew Bush and Thomas Tandy (KPMG) presented the External Audit Report, which was circulated to members at the meeting, which gave opinion on the 2017/18 year.

RESOLVED:

To note the KPMG External Audit Report for 2017/18.

7 ANNUAL GOVERNANCE STATEMENT 2017/18 AND STATEMENT OF ACCOUNTS 2017/18

The Financial Services Manager explained that there were some outstanding queries from Council's external auditors on this year's accounts meaning there had been a delay in finalising them. She explained that it was hoped that the queries could be discussed and resolved within the coming days without missing the 31 July sign off deadline.

The Chair therefore proposed to adjourn consideration of the item until Tuesday 31 July in order to give officers the time to finalise the statement of accounts.

RESOLVED:

To defer consideration of the item until Tuesday 31 July, at a time to be agreed outside of the meeting, to allow the statement of accounts to be finalised.

8 CORPORATE RISK MANAGEMENT SCORECARD

The Service Manager Financial Services introduced a report, which had been circulated prior to the meeting updating members on the current level of assurance that can be provided against each corporate risk.

RESOLVED:

To note the progress of actions identified within the Corporate Risk Register.

9 INTERNAL AUDIT PROGRESS REPORT 2018/19

Amjad Ali, Audit Manager (RSM), introduced a report, which had been circulated prior to the meeting, summarising the outcome of audit activity completed between April and July.

RESOLVED:

To note the report and actions taken or to be taken.

10 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting adjourned at 6:15 pm

The meeting resumed at 2:30 pm on Tuesday 31 July 2018 with Councillor Feeney in the Chair and Councillors Barnes and Collis present.

11 ANNUAL GOVERNANCE STATEMENT 2017/18 AND STATEMENT OF ACCOUNTS 2017/18

Following the adjournment, the Service Manager Financial Services explained that the remaining queries from the Council's external auditors, which concerned the valuation of some of the Council's assets, had been resolved.

Andrew Bush (KPMG) explained that the External Audit Report (considered by the Committee as agenda item 6) had been changed to reference the fact that the valuation of assets had been agreed. The auditors did, however, recommend that an independent valuation of the Civic Centre building was obtained during 2018/19 to ensure that it was robust.

The Service Manager Financial Services introduced a report, which had been circulated prior to the meeting, seeking approval of the Annual Governance Statement and Statement of Accounts 2017/18. She explained that there were two amendments to make to the report as follows:

- 1) To insert a new paragraph c) into paragraph 12 of the letter of representation to read "c) It is satisfied that the assumptions and basis of the property valuations are appropriate and reflective of local market conditions."
- 2) Replace page 108 of the agenda (the statement of responsibilities for the statement of accounts) with a new version of the document which makes the responsibilities of the Chief Financial Officer clearer, as appended to the minutes.

RESOLVED to:

- 1) Approve the Annual Governance Statement for 2017/18 at Appendix 1 to the report;

- 2) Following approval of the Annual Governance Statement, consider the Statement of Accounts for 2017/18 at Appendix 2 to the report;
- 3) Approve the Statement of Accounts for 2017/18 at Appendix 2 to the report subject to including a revised statement of responsibilities for the statement of accounts;
- 4) Note the Narrative Statement on pages 3 to 13 of the Statement of Accounts (appendix 2 to the report); and
- 5) Agree the Letter of Representation at Appendix 3 to the report, subject to the amendment above.

The meeting finished at 2.50 pm

Signed by Chair:
Date:

ANNUAL STATEMENT OF ACCOUNTS 2017/18

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS FOR GEDLING BOROUGH COUNCIL

THE AUTHORITY'S RESPONSIBILITIES

The Authority is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Chief Financial Officer;
- Manage its affairs to secure economic, efficient and effective use of resources, and to safeguard its assets; and
- Approve the Statement of Accounts.

THE RESPONSIBILITIES OF THE CHIEF FINANCIAL OFFICER

The Chief Financial Officer is responsible for the preparation of the Statement of Accounts (which includes the financial statements) in accordance with proper practices as set out in the CIPFA / LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ("The Code").

In preparing this Statement of Accounts, the Chief Financial Officer has:

- Selected suitable accounting policies, and then applied them consistently;
- Made judgements and estimates that were reasonable and prudent;
- Complied with the Code;
- Kept proper accounting records, which were up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities;
- Assessed the Authority's ability to continue as a going concern, disclosing as applicable, matters related to going concern;
- Used the going concern basis of accounting on the assumption that the functions of the Authority will continue in operational existence for the foreseeable future; and
- Maintained such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

CERTIFICATION

I certify that the Statement of Accounts presents a true and fair view of the financial position of the Authority at 31 March 2018 and of its income and expenditure for the year then ended.

Signed:

A Ball CPFA
Chief Financial Officer
31 July 2018

This Statement was approved by the Audit Committee at its meeting on 20 July 2018, in accordance with the authority given by the delegation arrangements under section 3 of the Council's Constitution.

Signed:

Councillor P Feeney
Chair of the Audit Committee
31 July 2018

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