

**A MEETING OF
THE FINANCE COMMITTEE
To Be Held In The Parish Centre, Lockleys Drive. Welwyn.
ON Monday 16th NOVEMBER 2009
COMMENCING AT 7.30 PM**

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATION OF INTEREST

3. MINUTES OF THE MEETING HELD ON THE 21ST SEPTEMBER 2009.

4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 21ST SEPTEMBER 2009

5. BDO STOY HAYWARD – EXTERNAL AUDITOR

5.1 Completion of Audit. Report attached as
Report by the Acting Clerk

APPENDIX 1

5.2 Capital Receipts. Response from Herts Association of Local Councils (HAPTC)
attached as

APPENDIX 2

6. INTERNAL AUDIT

As recommended by the external auditor a professional company are to be employed to complete the Council's internal audit. Attached are guidance notes form BDO Stoy Hayward

APPENDIX 3

Details also of an Internal Audit Programme from RBS Ltd attached as

APPENDIX 4

7. ACCOUNTS 1ST APRIL – 31ST OCTOBER 2009

7.1 Bank Cash and Investment Reconciliation

APPENDIX 5

7.2 Income and Expenditure 1st April – 31st October 2009

To include budget for 2009/2010, expenditure and income to date.

APPENDIX 6

7.3 Summary of Income and Expenditure 1st April – 31st October 2009

APPENDIX 7

7.4 List of Income and Expenditure incurred in September and October 2009

APPENDIX 8

8. DRAFT BUDGET 2010-2011

8.1 Tax Base for 2010-2011 – **4236.3**

APPENDIX 9

8.2 Draft budget for 2010-2011 to include

- budget 2009-2010
- Expenditure and Income to 31st October 2009,
- Forecast to the 31st March 2010
- Draft budget 2010-2011

APPENDIX 10

To follow

9. FINANCIAL REGULATIONS

To be reviewed by the Chairman and the Acting Clerk and a report to be made at the next meeting.

10. CLOSE OF MEETING.