

**A MEETING OF
THE FINANCE COMMITTEE
To Be Held In The Parish Centre, Lockleys Drive Welwyn.
ON Monday 19th SEPTEMBER 2011
COMMENCING AT 7.30 PM**

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATION OF INTEREST**
- 3. MINUTES OF THE MEETING HELD ON THE 13th JUNE 2011**
- 4. MATTERS OF REPORT FROM THE MINUTES OF THE MEETING HELD ON THE 13TH JUNE 2011.**

Four Year Financial Plan: A draft rolling Four Year Financial Plan is being prepared for discussion at the next meeting.

Investment Strategy: The Clerk and the Chairman Councillor Skidmore are progressing an investment strategy.

- 5. BDO LLP EXTERNAL AUDITOR**

The external audit was completed on the 4th August 2011 and a notice advising the public was posted on the Council's notice boards for 14 days commencing on the 16th August 2011

BDO LLP's report requesting additional information is attached as
Additional information was provided attached as

APPENDIX 1
APPENDIX 2

- 6. INTERNAL AUDIT 1ST APRIL 2010 – 31ST MARCH 2011**

In compliance with the requirement to appoint an independent Internal Auditor, it was agreed at the Full Council meeting held on the 23rd May 2011 that Auditing Solutions be appointed again, to conduct the 2011.2012 Internal Audit of the effectiveness of the Council's systems of internal control and of its accounting records. The Independent Internal Auditing Company to take account of corporate risk and to meet the Council's governance assurance needs.

Appointment details

APPENDIX 3

Scope of Internal Audit

The scope of the internal audit sets out the terms of reference, roles and responsibilities. and takes into account risk management processes and wider internal control
Terms of reference define audit responsibilities in relation to fraud

Independence

The Internal Auditor has direct access with those charged with governance and will be required to produce an Interim Internal Audit Report and a year End Internal Audit Report both of which will be reported to the Finance Committee/Full Council and recorded in the Minutes of the relevant Committee/Full Council. The Internal Auditor does not have any other role within the Council

Competence

The Internal Audit to be carried out ethically with integrity and objectivity.

Relationships

The Clerk/RFO to be consulted on the internal audit plan and on the scope of each audit to ensure internal controls and risk management are investigated and the review is challenging and forward looking. The responsibilities of Councillors are understood and training of Councillors is carried out as necessary.

Audit Planning and Reporting

The Audit Plan to take account of corporate risk and to be agreed by the Council before the Internal Audit commences. The Audit Plan to demonstrate how audit work will provide assurance in relation to the Council's annual governance statement.

The scope of the internal audit and the Audit Plan is attached as **APPENDIX 4**

To be proposed by the Chairman, Councillor Skidmore

“that

1. in accordance with Regulation 4 of the Accounts and Audit Regulations (2003) amended by Account and Audit (Amendment) (England) Regulations 2006, the Council appoint an independent company, Auditing Solutions Ltd to conduct a review of the effectiveness of its systems of internal control. The review to be undertaken once during in the year and once at the year-end. The Internal Auditor does not have any other role within the Council.
2. The Internal Auditor to submit reports following the interim audit and the year end audit, to the Finance Committee/Full Council
3. The Finance Committee to approve the Scope of the Internal Audit and the Audit Plan as detailed in Appendix 4

Auditing Solutions Ltd is to undertake the first internal audit in compliance with the terms of reference set out above on the 7th and 8th November 2011.

7. ACCOUNTS 1ST APRIL – 31ST August 2011

7.1 Bank Cash and Investment Reconciliation **APPENDIX 5**

7.2 Income and Expenditure 1st April –31st August 2011

To include budget for 2011.2012, expenditure and income to date.

APPENDIX 6

7.3 Summary of Income and Expenditure 1st April – 31st August 2011

APPENDIX 7

7.4 List of Income and Expenditure incurred 1st May – 31st August 2011

APPENDIX 8

8. CLOSE OF MEETING.

Anita S Pack
Acting Clerk to the Council

Posted: 14TH September 2011