

**YOU ARE HEREBY SUMMONED TO ATTEND  
A MEETING OF  
THE FINANCE COMMITTEE  
To Be Held In The Parish Centre, Lockleys Drive. Welwyn.  
ON Monday 20<sup>th</sup> SEPTEMBER 2010  
COMMENCING AT 7.30 PM**

**AGENDA**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATION OF INTEREST**
- 3. MINUTES OF THE MEETING HELD ON THE 14<sup>TH</sup> JUNE 2010.**
- 4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 14<sup>TH</sup> JUNE 2010.**
- 5. BDO LLP EXTERNAL AUDITOR**  
The external audit was completed on the 4<sup>th</sup> August 2010 and a notice advising the public was posted on the Council's notice boards for 14 days commencing on the 16<sup>th</sup> August 2010

BDO LLP's report to the Council is attached as  
Annual Return completed by BDO LLP

**APPENDIX 1**  
**APPENDIX 2**

Guidance notes entitled 'The Review of the effectiveness of the System of internal Audit  
'legislative framework attached as  
Report by the Clerk

**APPENDIX 3**

- 6. INTERNAL AUDIT 1<sup>ST</sup> APRIL 2010 – 31<sup>ST</sup> MARCH 2011**  
In compliance with the requirement to appoint an independent Internal Auditor, Auditing Solutions are to be appointed again, to conduct the 2010.2011 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 4**

**Scope of Internal Audit**

The scope of the internal Audit is set out in Auditing Solutions letter of engagement attached as

**APPENDIX 5**

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 Audit Plan is attached as **APPENDIX 6**

### **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 approve the Scope of the Internal Audit as detailed in Appendix 5
4. The Finance Committee approve the Audit Plan as detailed in Appendix 6

Auditing Solutions Ltd is to undertake the first internal audit in compliance with the terms of reference set out above on Monday 11<sup>th</sup> October 2010.

### **7. CIVIC CENTRE REBURBISHMENT PROGRAMME**

The Civic Centre re-opened to the public Wednesday 1<sup>st</sup> September 2010. All public areas of the Civic Centre were completed however some additional work is being completed in the non public areas.

Cost Report attached as

**APPENDIX 7**

### **8. ACCOUNTS 1<sup>ST</sup> APRIL – 31<sup>ST</sup> August 2010**

**8.1** Bank Cash and Investment Reconciliation

**APPENDIX 8**

**8.2** Income and Expenditure 1<sup>st</sup> April –31<sup>st</sup> August 2010

To include budget for 2010.2011, expenditure and income to date.

**APPENDIX 9**

**8.3** Summary of Income and Expenditure 1<sup>st</sup> April – 31<sup>st</sup> August 2010

**APPENDIX 10**

**8.4** List of Income and Expenditure incurred 1st May – 31<sup>st</sup> August 2010

**APPENDIX 11**

### **9. BUDGET TIMETABLE 2010.2011**

Attached as

**APPENDIX 12**

### **9. CLOSE OF MEETING.**

Anita S Pack  
Acting Clerk to the Council

Posted: 15<sup>th</sup> September 201