

Minutes of the meeting of the **AUDIT SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 22<sup>nd</sup> APRIL 2015** at **6.00 p.m.**

**PRESENT** Councillor A.M. Chandran (Chairman) and  
Councillors Mrs. M. Dalton, G.C. Gray, B. Hall, Mrs. W.P. Hillary, M. Iveson and Mrs. S.J. Iveson.

**OFFICERS** Mr. A. Bailey (Town Clerk)  
Mr. B. Wilkinson (Internal Auditor)  
Mr. D. Austin (Finance Manager)  
Miss C. Ryder (Senior Admin. Officer)

22. **APOLOGIES FOR ABSENCE**

An apology for absence was submitted on behalf of Councillor M. Dalton.

23. **MEMBERS' DISPENSATIONS**

There were no applications for dispensations submitted.

24. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

25. **MINUTES**

It was proposed by Councillor Mrs. M. Dalton, seconded by Councillor Mrs. W. Hillary and

**RESOLVED** – that the minutes of the meeting of the Audit Sub-Committee held on the 28<sup>th</sup> January 2015 be confirmed as a correct record.

26. **INTERNAL AUDITOR'S REPORT**

The Internal Auditor submitted a report to update Members on the work completed by him for the period 1<sup>st</sup> January to the 31<sup>st</sup> March 2015.

The 2014/15 Internal Audit Plan had been completed for the period to the end of the Financial Year and a copy of the actual days which had been spent on each individual audit was set out in a separate appendix.

The following internal audits had been completed since the last Audit Sub-Committee meeting and each audit report was covered individually in the sections of the report setting out the Internal Auditors recommendations:-

- (a) Budgetary Setting and Budgetary Control
- (b) Asset Management
- (c) Pre-School Income Collection and Funding Claims
- (d) Budget Monitoring - Works
- (e) Stocks and Stores – Works
- (f) Environment Care

An additional audit had been undertaken jointly with the Finance Manager on the Solar Panels.

(a) Budgetary Setting and Budgetary Control

An audit was undertaken on Budget Monitoring within Great Aycliffe Town Council during the financial year however most of the audit work was focused around the budget setting process.

*There were no recommendations to be made.*

(b) Asset Management

This audit covered a review of asset management arrangements within the Council together with an examination of some of the Council Inventories.

Checks were made at the following locations:-

- Works
- Computer Inventories
- Council Offices
- Sports Complex
- Golf Complex

Recommendations:

- (i) *The film cameras should be disposed of at the Council Offices.*
- (ii) *The existing inventories need to be updated to reflect the revised results for the test checks undertaken.*
- (iii) *That it is essential that inventories are checked annually and there is evidence of the check.*

(c) Pre-School Income Collection and Funding Claims

The audit had been undertaken on the financial operations of the Pre-Schools taking into account Financial and Budgetary Control, Income Collections and banking, Cash Control, Grant Claims, Milk Issues and Receipts for the purchase of goods and services.

*There were no recommendations made.*

(d) Budget Monitoring - Works

The audit was carried out as part of the planned audit works for 2014/15 on the budget monitoring process for the Works Section.

*There were no recommendations made.*

(e) Stocks and Stores – Works

An audit had been carried out on the stocks and stores system in operation at the Council Depot. The objection was to ensure that stock cards were in place and up to date.

*There were no recommendations made.*

(f) Environment Centre

The audit had taken into account the ordering and receipt of goods, budgetary control and petty cash transactions.

*There were no recommendations made.*

(g) Solar Panels

Following queries from members an investigation had taken place along with the Finance Manager on the performance of the Solar Panels. It had been found that the panels were performing better than expected.

*There were no recommendations made.*

**On-going Internal Audits**

The following audits are undertaken throughout the year with interim reports made to the Sub-Committee during the year and the final reports have now been completed.

(a) Sports Complex

*There were no recommendations.*

(b) Bar and Catering

*There were no recommendations.*

(c) Golf Complex

Problems with the ball dispensing machine were noted and should be alleviated with the purchase of a new ball dispenser mechanism to replace the faulty one.

*There were no recommendations.*

(d) Salaries and Wages

*There were no recommendations.*

**RESOLVED** – as follows:-

- (i) That the report be received.
- (ii) The film cameras should be disposed of at the Council Offices.
- (iii) The existing inventories need to be updated to reflect the revised results for the test checks undertaken.
- (iv) That it is essential that inventories are checked annually and there is evidence of the check.

27. **RISK ASSESSMENTS**

The Town Clerk had submitted his report on which members considered any items that had been entered into the Register of Risks on activities and proposals at relevant Committees.

There had been no risk assessments undertaken since the last meeting of the Audit Sub-Committee on the 28<sup>th</sup> January 2015.

The Council had received all of its business risks for the end of the year at a meeting of the Policy and Resources Committee held on the 15<sup>th</sup> April 2015.

**RESOLVED** – that the report and information be noted.

**CHAIRMAN.**