

**REDRUTH TOWN
COUNCIL**



**CONSEL AN DRE
RESRUDH**

Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

See Distribution

Our Reference:
RTC/460/2/Mtg
Date:
13th October 2021

Dear Councillor

Audit & Accounting Governance Committee Meeting – 18th October 2021

You are summoned to attend a Meeting of the Redruth Town Council Audit & Accounting Governance Committee to be held which will be held in the Langman Room, Redruth Civic Centre, Alma Place, on Monday 18th October 2021, commencing at 7 p.m.

The Agenda and associated papers are enclosed for your reference and information.

Although the Covid-19 guidelines have now been relaxed, we request that Members do not attend the Council building before 6:50 p.m. Entry to the building will be through the main access doors to the Library and we ask that you continue to wear a face covering, unless exempt, and sanitise hands on entry. At the conclusion of the meeting members are asked to vacate the building promptly through the external door in the Langman Room to Alma Place.

Yours sincerely

A handwritten signature in black ink, appearing to read 'PB', with a horizontal line drawn through it.

Peter Bennett
Town Clerk

Enclosures:

Agenda and associated documentation.

Distribution:

Action:

Cllr Barnes
Cllr Biscoe
Cllr Mrs Biscoe
Cllr Brown
Cllr Craze
Cllr Ms Reeve
Cllr Thomas
Cllr Tremayne
Admin & Finance Assistant

Information:

All other Town Councillors
Press & Public

Redruth Town Council

Audit & Accounting Governance Committee Meeting – 18th October 2021

AGENDA

PART I – PUBLIC SESSION

1. To receive apologies for absence.
2. Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.
3. *To suspend Standing Orders to allow the public to speak.*
4. To allow the public to put questions to the Council on any item on this agenda.
5. *To reinstate Standing Orders.*
6. To confirm the Minutes of the:
 - 6.1 Meeting of the Audit & Accounting Committee held on 19th July 2021. [Minutes attached]
7. Town Clerk's Report.
8. To review Income/Expenditure for the period ending September 2021. [See schedule attached]
9. To review the effectiveness of our system of internal audit controls. [See report attached]
10. To review the Council's Risk Assessment of Financial Assessment. [See report attached]



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Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

Minutes of a Meeting of the Redruth Town Council Audit & Accounting Governance Committee
held at Redruth Civic Centre, Alma Place, on Monday 19th July 2021

Present: Cllr S Barnes Chairman
Cllr Mrs A Biscoe
Cllr H Biscoe
Cllr M Brown
Cllr B Craze
Cllr Ms D Reeve
Cllr I Thomas

In attendance: P B Bennett Town Clerk
Cllr L Collins

PART I – PUBLIC SESSION

1419.1 To receive apologies for absence.

1419.1.1 Apologies were received from Cllr Tremayne (other commitments).

1419.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.

1419.2.1 There were no interest declared.

1419.3 To confirm the minutes of:

The Audit & Accounting Governance Committee Meeting held on 20th April 2021:

1419.3.1 RESOLVED by a majority that the minutes of the Audit & Accounting Governance Committee Meeting held on Monday 20th April 2021 were a true and accurate record of proceedings. [Proposed: Cllr Reeve; Seconded: Cllr Brown]. Cllrs Craze and Thomas abstained as they were respectively, not at the meeting, or although attending the meeting were not a member of the committee at that time.

1419.4 Town Clerk's Report

1419.4.1 The Town Clerk's report had been circulated prior to the meeting and was noted.

1419.4.2 Cllrs Craze and Reeve were nominated to carry out this committee's audit checks, if guidelines allow, and to report back to the meeting in October 2021.

1419.5 To review Income & Expenditure for the period ending June 2021

1419.5.1 A report had been circulated to members prior to the meeting outlining income and expenditure for the period up to 30th June 2021.

- 1419.5.2 Unanimously RESOLVED that the Income & Expenditure for the period ending June 2021 is agreed and meets the expected budgetary requirements. [Proposed: Cllr Biscoe; Seconded: Cllr Brown]
- 1419.7 **To approve the Treasury Management Strategy for Financial Year 2021-22**
- 1419.7.2 A report had been circulated prior to the meeting reviewing the Treasury Management Strategy for Financial Year 2021-22. This matter was considered and discussed in depth.
- 1419.7.3 Unanimously RESOLVED that the Treasury Management Strategy for Financial Year 2021-22 be approved. [Cllr Barnes; Seconded: Cllr Biscoe]

Chairman

Redruth Town Council

Town Clerks Report – Audit & Accounting Governance Committee

Meeting Date: 18th October 2021

Min No	Item	Action	Response
1419.4	Quarterly Checks by nominated Committee Members		2 Members to be nominated for quarterly checks and report back to January 2022 meeting
1419.4	Independent Auditor Checks		Scheduled for w/c 25 th October 2021
1419.4	Town Council Accounts for year ended 31 st March 2021.	AGAR and other documentation submitted following approval at Council meeting held on 26 th April 2021.	Audited accounts received with no adverse comments from external auditors, and report presented to Council at its meeting of 27 th September 2021.

15.02

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration-Staff Costs						
4101 Wages/Salaries	138,628	329,222	190,594		190,594	42.1%
4102 Tax/NIC	30,436	91,748	61,312		61,312	33.2%
4104 Pensions	31,618	88,878	57,260		57,260	35.6%
Administration-Staff Costs :- Indirect Expenditure	200,682	509,848	309,166	0	309,166	39.4%
Net Expenditure	(200,682)	(509,848)	(309,166)			
102 General Administration						
1176 Precept Received	844,876	844,876	0			100.0%
1177 CTSG Received	30,947	0	(30,947)			0.0%
General Administration :- Income	875,823	844,876	(30,947)			103.7%
4201 Stationery	501	1,200	699		699	41.8%
4202 Telephone/Internet	663	690	27		27	96.1%
4203 Mobile Phones	1,566	2,500	934		934	62.6%
4204 Annual Subscriptions	6,205	7,620	1,415		1,415	81.4%
4205 Photocopier Contract	574	1,250	676		676	45.9%
4206 Postage	258	700	442		442	36.9%
4207 Advertising	23	1,000	977		977	2.3%
4208 Audit	50	3,250	3,200		3,200	1.5%
4210 Mayor's Budget	166	2,000	1,834		1,834	8.3%
4212 Development Resources	0	1,000	1,000		1,000	0.0%
4213 Tablets	1,532	3,065	1,533		1,533	50.0%
4214 Newspapers	0	340	340		340	0.0%
4215 Refreshments	17	400	383		383	4.3%
4216 Volunteer Support Fund	0	500	500		500	0.0%
4217 Lib Events & Activities	318	500	182		182	63.6%
4220 Miscellaneous Expenses	0	200	200		200	0.0%
4221 Loan Repayment	8,658	17,388	8,730		8,730	49.8%
4222 IT Support	1,344	8,560	7,216		7,216	15.7%
4223 HR Outsourcing	9,400	7,500	(1,900)		(1,900)	125.3%
4224 TIC Bulk Buy	0	2,000	2,000		2,000	0.0%
General Administration :- Indirect Expenditure	31,275	61,663	30,388	0	30,388	50.7%
Net Income over Expenditure	844,547	783,213	(61,334)			
6001 less Transfer to EMR	30,947					
Movement to/(from) Gen Reserve	813,601					

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
201 Christmas Festival						
4304 Christmas Lights	14,392	17,200	2,808		2,808	83.7%
4305 Christmas Events	0	6,000	6,000		6,000	0.0%
4313 Tourism	95	0	(95)		(95)	0.0%
Christmas Festival - Indirect Expenditure	<u>14,487</u>	<u>23,200</u>	<u>8,713</u>	<u>0</u>	<u>8,713</u>	<u>62.4%</u>
Net Expenditure	<u>(14,487)</u>	<u>(23,200)</u>	<u>(8,713)</u>			
202 Other Events						
4716 Remembrance	21	850	829		829	2.5%
4717 Poppy Parade	0	2,000	2,000		2,000	0.0%
4722 Covid Celebration	0	2,000	2,000		2,000	0.0%
Other Events - Indirect Expenditure	<u>21</u>	<u>4,850</u>	<u>4,829</u>	<u>0</u>	<u>4,829</u>	<u>0.4%</u>
Net Expenditure	<u>(21)</u>	<u>(4,850)</u>	<u>(4,829)</u>			
203 Administration Services						
4207 Advertising	324	2,200	1,876		1,876	14.7%
4701 Elections	0	5,000	5,000		5,000	0.0%
4703 Office Equipment	19	500	481		481	3.8%
4706 Council Website	290	700	410		410	41.4%
4708 Training	641	5,000	4,359		4,359	12.8%
4709 Donations	700	5,000	4,300		4,300	14.0%
4710 Christmas Goodwill	0	500	500		500	0.0%
4711 Youth Council	25	1,000	975		975	2.5%
4715 Town Website	2	450	448		448	0.4%
4718 Town Guide	3,035	6,200	3,165		3,165	49.0%
4719 C4L	0	2,500	2,500		2,500	0.0%
4720 Plastic Champion	0	500	500		500	0.0%
Administration Services - Indirect Expenditure	<u>5,037</u>	<u>29,550</u>	<u>24,513</u>	<u>0</u>	<u>24,513</u>	<u>17.0%</u>
Net Expenditure	<u>(5,037)</u>	<u>(29,550)</u>	<u>(24,513)</u>			
204 RIM&PF						
4401 Marshals	0	370	370		370	0.0%
4402 Music Acts	500	3,000	2,500		2,500	16.7%
4403 Street Ents	0	1,000	1,000		1,000	0.0%
4404 Marketing/Advertising	0	2,500	2,500		2,500	0.0%
4405 Equip/Toilets/Tables/Chairs	0	1,000	1,000		1,000	0.0%
4407 First Aid	0	450	450		450	0.0%
4408 Bunting	0	275	275		275	0.0%

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4410 Marquees	0	700	700		700	0.0%
4413 Road Closures/Licenses	0	100	100		100	0.0%
4414 Hospitality	0	250	250		250	0.0%
4416 Fun Day	0	400	400		400	0.0%
4419 Generators	0	1,700	1,700		1,700	0.0%
4421 Electricity	0	100	100		100	0.0%
4422 Miners Day Activities	0	100	100		100	0.0%
RIM&PF :- Indirect Expenditure	500	11,945	11,445	0	11,445	4.2%
Net Expenditure	(500)	(11,945)	(11,445)			
205 Murdoch						
4401 Marshals	0	1,000	1,000		1,000	0.0%
4402 Music Acts	1,350	1,200	(150)		(150)	112.5%
4403 Street Ents	1,150	1,000	(150)		(150)	115.0%
4404 Marketing/Advertising	600	1,000	400		400	60.0%
4405 Equip/Toilets/Tables/Chairs	0	300	300		300	0.0%
4407 First Aid	0	460	460		460	0.0%
4408 Bunting	0	275	275		275	0.0%
4410 Marquees	0	900	900		900	0.0%
4411 Stage	0	900	900		900	0.0%
4412 Market Stalls	0	1,250	1,250		1,250	0.0%
4413 Road Closures/Licenses	0	420	420		420	0.0%
4415 Misc Expenses	0	300	300		300	0.0%
4418 Afternoon Dance	0	200	200		200	0.0%
4427 Schools	0	1,650	1,650		1,650	0.0%
Murdoch :- Indirect Expenditure	3,100	10,855	7,755	0	7,755	28.6%
Net Expenditure	(3,100)	(10,855)	(7,755)			
206 St Piran Festival						
4401 Marshals	0	350	350		350	0.0%
4402 Music Acts	0	3,000	3,000		3,000	0.0%
4405 Equip/Toilets/Tables/Chairs	0	250	250		250	0.0%
4406 Printing Programmes	0	500	500		500	0.0%
4408 Bunting	0	275	275		275	0.0%
4413 Road Closures/Licenses	0	75	75		75	0.0%
4424 Transport	0	350	350		350	0.0%
St Piran Festival :- Indirect Expenditure	0	4,800	4,800	0	4,800	0.0%
Net Expenditure	0	(4,800)	(4,800)			

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
210 Other Services						
4501 Purchases & Works	5,268	6,500	1,232		1,232	81.1%
4507 Town Clock Maintenance	0	1,500	1,500		1,500	0.0%
4514 CCTV Monitoring	9,287	8,250	(1,037)		(1,037)	112.6%
4515 CCTV R&M	1,614	5,000	3,386		3,386	32.3%
4516 CCTV Capital	0	3,500	3,500		3,500	0.0%
4520 Weed Control	4,860	5,000	140		140	97.2%
4521 Vehicle Fuel	800	1,500	700		700	53.3%
4522 Machinery Fuel	199	1,000	801		801	19.9%
4523 Floral Displays	11,601	15,000	3,399		3,399	77.3%
4524 GWaT Maintenance	69	4,000	3,932		3,932	1.7%
4525 PPE	227	1,500	1,273		1,273	15.2%
Other Services :- Indirect Expenditure	33,925	52,750	18,825	0	18,825	64.3%
Net Expenditure	(33,925)	(52,750)	(18,825)			
301 The Chamber						
4209 Insurance	6,250	6,250	0		0	100.0%
4601 Non-domestic Business Rate	6,437	10,800	4,364		4,364	59.6%
4602 Gas	964	2,050	1,086		1,086	47.0%
4603 Water	1,068	550	(518)		(518)	194.2%
4604 Electricity	2,367	550	(1,817)		(1,817)	430.4%
4605 Waste	484	0	(484)		(484)	0.0%
4606 Lifts	0	420	420		420	0.0%
4610 Building Maintenance	865	2,000	1,135		1,135	43.3%
4611 Air Conditioning	0	850	850		850	0.0%
4615 Hygiene Contracts	0	365	365		365	0.0%
4616 Security Systems	0	355	355		355	0.0%
The Chamber :- Indirect Expenditure	18,435	24,190	5,755	0	5,755	76.2%
Net Expenditure	(18,435)	(24,190)	(5,755)			
302 Market Way						
1002 Income - MW Retail	12,259	0	(12,259)			0.0%
Market Way :- Income	12,259	0	(12,259)			
4209 Insurance	3,650	3,750	100		100	97.3%
4601 Non-domestic Business Rate	19,477	32,000	12,523		12,523	60.9%
4602 Gas	1,306	3,000	1,694		1,694	43.5%
4603 Water	0	3,000	3,000		3,000	0.0%
4604 Electricity	9,824	8,000	(1,824)		(1,824)	122.8%

15.02

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4605 Waste	1,863	4,000	2,137		2,137	46.6%
4606 Lifts	0	420	420		420	0.0%
4607 Cleaning	3,553	12,500	8,947		8,947	28.4%
4610 Building Maintenance	7,833	7,000	(833)		(833)	111.9%
4611 Air Conditioning	0	1,000	1,000		1,000	0.0%
4615 Hygiene Contracts	280	2,000	1,720		1,720	14.0%
4616 Security Systems	0	1,500	1,500		1,500	0.0%
Market Way :- Indirect Expenditure	47,785	78,170	30,385	0	30,385	61.1%
Net Income over Expenditure	(35,527)	(78,170)	(42,643)			
303 Library						
1020 Income - Fines/Lost Items	21	0	(21)			0.0%
1022 Income - Photocopy	277	0	(277)			0.0%
1024 Income - Reservations	10	0	(10)			0.0%
1028 Income - Seagull Sacks	528	0	(528)			0.0%
1029 TIC Income	14	0	(14)			0.0%
Library :- Income	850	0	(850)			
4604 Electricity	1,760	0	(1,760)		(1,760)	0.0%
Library :- Indirect Expenditure	1,760	0	(1,760)	0	(1,760)	
Net Income over Expenditure	(911)	0	911			
304 Public Toilets						
1085 Income - Toilets	669	0	(669)			0.0%
Public Toilets :- Income	669	0	(669)			
4601 Non-domestic Business Rate	(2,745)	0	2,745		2,745	0.0%
4603 Water	0	2,500	2,500		2,500	0.0%
4604 Electricity	151	1,000	849		849	15.1%
4607 Cleaning	8,109	10,500	2,391		2,391	77.2%
4610 Building Maintenance	3,246	1,000	(2,246)		(2,246)	324.6%
4615 Hygiene Contracts	190	375	185		185	50.7%
Public Toilets :- Indirect Expenditure	8,952	15,375	6,423	0	6,423	58.2%
Net Income over Expenditure	(8,283)	(15,375)	(7,092)			
305 St Rumons Gardens						
4603 Water	0	50	50		50	0.0%
4604 Electricity	578	320	(258)		(258)	180.5%
4605 Waste	867	875	8		8	99.1%

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4610 Building Maintenance	1,378	1,000	(378)		(378)	137.8%
St Rumons Gardens :- Indirect Expenditure	<u>2,822</u>	<u>2,245</u>	<u>(577)</u>	<u>0</u>	<u>(577)</u>	<u>125.7%</u>
Net Expenditure	<u>(2,822)</u>	<u>(2,245)</u>	<u>577</u>			
<u>306 EEPF</u>						
4511 Grounds Maintenance	1,714	2,800	1,086		1,086	61.2%
4512 Play Equipment Inspections	69	250	182		182	27.4%
4513 Play Equipment Maintenance	0	1,500	1,500		1,500	0.0%
4605 Waste	978	985	7		7	99.3%
EEPF :- Indirect Expenditure	<u>2,760</u>	<u>5,535</u>	<u>2,775</u>	<u>0</u>	<u>2,775</u>	<u>49.9%</u>
Net Expenditure	<u>(2,760)</u>	<u>(5,535)</u>	<u>(2,775)</u>			
<u>307 Plain-an-Gwarry</u>						
4512 Play Equipment Inspections	93	250	157		157	37.2%
4513 Play Equipment Maintenance	0	1,500	1,500		1,500	0.0%
4605 Waste	612	625	13		13	98.0%
Plain-an-Gwarry :- Indirect Expenditure	<u>705</u>	<u>2,375</u>	<u>1,670</u>	<u>0</u>	<u>1,670</u>	<u>29.7%</u>
Net Expenditure	<u>(705)</u>	<u>(2,375)</u>	<u>(1,670)</u>			
<u>320 Capital Expenditure</u>						
4503 Climate Change	0	10,000	10,000		10,000	0.0%
4508 Compound Rent	833	2,000	1,167		1,167	41.7%
4510 Vehicles	9,745	18,000	8,255		8,255	54.1%
4526 Toilet Refurb	0	25,000	25,000		25,000	0.0%
4527 Mobile Speed Signs	0	10,000	10,000		10,000	0.0%
4528 Library Furniture	733	1,000	267		267	73.3%
Capital Expenditure :- Indirect Expenditure	<u>11,311</u>	<u>66,000</u>	<u>54,689</u>	<u>0</u>	<u>54,689</u>	<u>17.1%</u>
Net Expenditure	<u>(11,311)</u>	<u>(66,000)</u>	<u>(54,689)</u>			
<u>401 Planning</u>						
4721 Neighbourhood Plan	975	5,000	4,025		4,025	19.5%
Planning :- Indirect Expenditure	<u>975</u>	<u>5,000</u>	<u>4,025</u>	<u>0</u>	<u>4,025</u>	<u>19.5%</u>
Net Expenditure	<u>(975)</u>	<u>(5,000)</u>	<u>(4,025)</u>			
<u>999 Ear Marked Reserves</u>						
1100 Income-Miscellaneous	3,175	0	(3,175)			0.0%
Ear Marked Reserves :- Income	<u>3,175</u>	<u>0</u>	<u>(3,175)</u>			

REPORT FOR: Meeting of the Audit & Accounting Governance Committee on 18th October 2021

1.0 SUBJECT OF REPORT: To review the effectiveness of our system of internal audit

2.0 SUMMARY OF IMPLICATIONS

- a. Policy - Yes
- b. Financial - No
- c. Legal - Yes

3.0 TERMS OF REFERENCE

- 3.1 The regulations require larger authorities to carry out a review of the effectiveness of their system of internal audit at least once a year. This is not a requirement for smaller authorities (including town and parish councils) but it remains good practice and local councils should carry out a review periodically. When completing assertions 2, 6 and 7 in the annual governance statement in the annual return we should consider the outcomes of any review of internal audit. We carried out a review during the last financial year and would therefore recommend that we do so again during this financial year, particularly now that the audit of the accounts to the year ended 31st March 2021 have been completed.
- 3.2 Any review should balance the council's internal audit needs and usage. It should be designed to provide sufficient assurance for the council that standards are being met and that the work of internal audit is effective. Councils judge the extent and scope of the review by reference to their own individual circumstances.

4.0 REPORT

- 4.1 When carrying out a review a key point to note is that any review should be undertaken by the council. This is not a review that can be carried out by the external auditor or as part of the annual audit. Nor is it something that can be delegated to the clerk or RFO, and certainly not to internal audit. Although the internal audit provider cannot be allowed to influence the direction or extent of the review, it is good practice to seek their input into the process.
- 4.2 Attached is an updated copy of the Statement of Internal Controls which was approved by this committee at our meeting of October 2020. It reflects some slight changes in legislation and guidance amended since the last review. This document sets out quite clearly the practices and procedures that we currently have in place involving the practices of our independent internal auditor; those of this committee; and those of the Council. Whilst I believe that our current practices and procedures are more than adequate (they have not met with any adverse comments from our external auditors) Members should satisfy themselves that these practices and procedures meet the requirements of the Council, or make any amendments as seen necessary and report these findings to Council for approval.

5.0 CONCLUSION

- 5.1 A review of the effectiveness of our system of internal audit should be carried out at regular intervals. This report does this and recommends that our current practices and procedures meet our requirements.

6.0 **RECOMMENDATION**

6.1 It is recommended that Members consider this report and make a recommendation for Council to consider regarding the effectiveness of our internal audit practices and procedures.

P B Bennett
Town Clerk

REDRUTH TOWN COUNCIL

POLICY STATEMENT ON INTERNAL CONTROLS

FOR THE YEAR ENDING 31st MARCH 2022

1. SCOPE OF RESPONSIBILITY

Redruth Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2021 and up to the date of approval of the annual report and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council is responsible for:

- establishing and monitoring the achievement of the Authority's objectives.
- The facilitation of policy and decision-making
- Ensuring compliance with established policies, procedures, laws and regulations
- The Council has delegated the overall management of risk to its Audit & Accounting Governance Committee (A&AG).
- The Council and all committees, the clerk and staff all contribute to the identification and management of risk. Any identified weaknesses in this area are addressed and actioned by the appropriate standing committee.
- Key staff are trained in health and safety, fire and general risk management and appropriate risk management software is used to regularise these processes.
- Through its standing orders and financial regulations the Council has put in place controls to ensure that best value and value for money are achieved in all larger purchases
- All committees of the Council receive regular and up to date reports on financial activities under their direction
- Performance is regularly monitored against financial and operational budgets

A Standing Committee of the Council, namely the Audit & Accounting Governance Committee has been established whose main responsibilities include:

- to monitor the Council's spending, balances and budgets throughout the financial year by regular checks and trusted information; and approve the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices prior to submission to Council for approval.

- Ensuring that an adequate system of internal control is maintained; including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness through a comprehensive review of procedures and regular checks of our activities throughout the year.
- ensuring that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.
- Carrying out an assessment of the risks facing the Council and ensuring that appropriate steps to manage those risks are taken, including the introduction of internal controls and/or external insurance cover where required.

The work of the committee is supported by regular internal audit reports on systems, reports from the Clerk/ RFO and matters raised by the internal/external auditors and from other retained professional advisers. It receives and considers such reports promptly and agrees appropriate action to address identified weaknesses.

The Committee itself carries out a quarterly audit of the Council's accounts and procedures in line with the document attached. Each audit is reported to the next meeting of the A&AG where any matters raised are considered. Each check is carried out by two different members of the committee on each occasion so as to ensure that all Members familiarise themselves with the practices and procedures of the Council. As all Members of Council receive paperwork for A&AG meetings they are all aware of matters under discussion and are able to attend committee meetings whether they sit on committee or not.

The full Council meets 10 times each year and monitors progress against its aims and objectives at each meeting by receiving reports as necessary from the Town Clerk and the nominated Members.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is also the Council's Responsible Financial Officer (RFO) and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval, included in the minutes which are the available for public scrutiny on the Council website. Two Members of the Council must authorise every payment (through signature of invoices and/or cheques). Two Members of the Council monitor electronic bank statements regularly through quarterly checks.

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:

In addition to the A&AG Committee audit responsibilities, the Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

These checks follow the recommendations contained within Section 4 of the Governance and Accountability for Smaller Authorities in England – A Practitioners Guide (England) 2021

External Audit:

The Council's External Auditors, PKF Littlejohn LLP, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the by the work of:

- the full Council;
- the Clerk to the Council/RFO who has responsibility for the development and maintenance of the internal control environment and managing risks;
- The A&AG Committee and the work on audit checks.
- the independent Internal Auditor who reviews the Council's system of internal control;
- PKF Littlejohn LLP, the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Town Mayor and the Internal Auditor, and approved at a meeting of the Council.
- the number of significant issues that are raised during the year.

The A&AG Committee ensure that the effectiveness of the internal controls are assessed annually and that any recommendations are made to Council for discussion and approval.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2020-2021 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

.....
Cllr S Barnes
Chairman
Audit & Accounting Governance Committee


.....
P B Bennett
Clerk to the Council & RFO

These controls were approved at the meeting of the Audit & Accounting Governance Committee held on 18th October 2021

REPORT FOR: Meeting of the Council on 18th October 2021

1.0 SUBJECT OF REPORT: To Review the Town Council’s Risk Assessment of Financial Management

2.0 SUMMARY OF IMPLICATIONS

- a. Policy - Yes
- b. Financial - No
- c. Legal - Yes

3.0 TERMS OF REFERENCE

3.1 As a corporate body it is necessary for the Town Council to have in place policies which will ensure the smooth and efficient running of the organisation. These policies should be reviewed from time-to-time, and at least on an annual basis.

4.0 REPORT

4.1 The Town Council Risk Assessment for Financial Management is due for review following this committee’s review 12 months ago, and it should be completed within each financial year. Attached for your information is the extract from the Governance & Accountability in Local Council – A Practitioners’ Guide (2019), which outlines our responsibilities associated with Assertion 5 of the Annual Governance statement which specifically deals with Risk Management. Also attached is a copy of the Risk Assessment itself which has been updated to include the recommendations of the A&AG Committee and internal auditor made last year and reflect other changes during the course of the last 12 months.

4.2 When comparing the guidance notes to our Risk Assessment you will note that ours essentially meets the recommendations of the Practitioners’ Guide, along with the internal controls. Furthermore, in addition to the internal controls mentioned, a large number of the items raised are now covered either by the actions of the A&AG Committee, or are included within the Internal Audit Checks carried out by Members of the A&AG Committee.

5.0 CONCLUSION

5.1 The Risk Assessment of Financial Management needs to be reviewed on a regular basis and updated as necessary.

6.0 RECOMMENDATION

6.1 It is recommended that Members consider this report, and approve that the risk assessment meets our current needs.

P B Bennett
Town Clerk

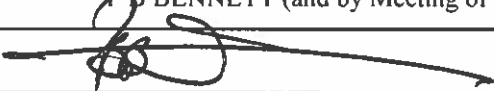
Redruth Town Council - Risk Assessment of Financial Management 2021-2022

Risks identified		Risk factor level - <i>High,</i> <i>Medium,</i> <i>Low</i>	Existing controls, precautions, arrangements, procedures	Are existing controls adequate? <i>Yes/No</i>	If no, what additional controls, precautions, arrangements, procedures are required?	Action to be taken by	Target date	Date completed and signature
No.	Risk							
INSURABLE RISKS								
1	The protection of physical assets owned by the council buildings, furniture, equipment, etc. (loss or damage)	H	An up to date register of assets and investments; · Regular maintenance arrangements for physical assets; · Ensuring the robustness of insurance providers as carried out by A&AG Committee.	Yes				
2	The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability)	H	Regular inspections (recorded) of amenities; review of risk carried out throughout the year, and the adequacy of cover determined accordingly; regular maintenance arrangements for physical assets carried out on at least an annual basis	Yes				
3	The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)	M	Annual review of risk and the adequacy of cover carried out by A&AG Committee.	Yes				

4	Loss of cash through theft or dishonesty (fidelity guarantee)	H	Regular audit of accounts and practices by A&AG Committee audit checks; annual review of risk and the adequacy of cover	Yes				
5	Legal liability as a consequence of asset ownership (public liability)	H	An up to date register of assets and investments; regular inspections and risk assessments	Yes				
6	The protection of Council employees against bodily injury, death, disease, illness or shock whilst in the employ of the Council (Employers Liability)	M	Annual review of risk and the adequacy of cover carried out annually in discussion with insurance company, and by A&AG Committee.	Yes				
POLICY								
7	Keeping proper financial records in accordance with statutory requirements	H	Standing orders and financial regulations; Regular audit of financial records and proper arrangements for the approval of expenditure; reporting of accounts at all A&AG Committee meetings; monthly bank reconciliations carried out by RFO, independently reviewed by audit checks	Yes	Additional member of staff now employed as Financial Assistant and responsible for day-to-day routines (as per the O&S Review).	RFO		
8	The provision of services being carried out under agency/partnership agreements with principal authorities	L	Regular reporting on performance by suppliers/ providers/ contractors; Annual review of contracts; Clear statements of management responsibility for each service	Yes				

9	Banking arrangements, including borrowing or lending	L	Regular bank reconciliations, independently reviewed; Adoption of and adherence to codes of practice for procurement and investment	Yes				
10	Ensuring all business activities are within legal powers applicable to local councils	H	Standing orders and financial regulations regularly reviewed; regular scrutiny of financial records by A&AG Committee and proper arrangements for the approval of expenditure	Yes				
11	Complying with restrictions on borrowing	L	Procedures for dealing with and monitoring grants or loans made or received	Yes				
12	Ensuring that all requirements are met under employment law and Inland Revenue regulations	H	Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation; all checked as part of A&AG Committee audit checks and independent internal auditor	Yes				
13	Ensuring all requirements are met under Customs and Excise regulations (especially VAT)	H	Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary; all checked as part of A&AG Committee audit checks, and independent internal auditor. Now using MTD.	Yes				

14	Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	M	Have adopted the Power of General Competence. Nevertheless, regular checks carried out at Committee Meetings and regular budget monitoring statements at A&AG Committee meetings	Yes				
15	Meeting the requirements for the Local Council Award Scheme or other accreditation	M	N/A	N/A				
16	Register of members' interests and gifts and hospitality in place, complete, accurate and up to date	H	Adoption of codes of conduct for members; procedures in place for recording and monitoring members' interests and gifts and hospitality received	Yes	Code of Conduct updated and adopted in May 2021.			
	PROCEDURES							
17	Security/maintenance for vulnerable buildings, amenities or equipment	M	Meetings held with partners on at least an annual basis, and/or on request; regular meetings with staff to consider implications	Yes				
18	Ensuring the adequacy of the annual precept within sound budgeting arrangements	H	Developed systems of performance measurement; Regular budget monitoring statements at A&AG Committee Meetings	Yes				
19	Monitoring of performance against agreed standards under partnership agreements	M	Developing systems of performance measurement	Not applicable at present time				
20	Proper, timely and accurate reporting of council business in the minutes	H	Minutes properly numbered and paginated with a master copy kept in safekeeping	Yes				

21	Responding to electors wishing to exercise their rights of inspection	H	Documented procedures to deal with enquiries/complaints from the public	Yes				
22	Meeting the laid down timetables when responding to consultation invitation	M	Dealt with in timely manner based on Committee responses	Yes				
23	Proper document control	M	Documented procedures for document receipt, circulation, response, handling and filing	Yes				
24	Protection of accounting records against the possibility of computer failure	L	Implementation of Backup procedures: built in server back up with cloud based back up.	Yes				
Printed name of assessor: P B BENNETT (and by Meeting of A&AG Committee on 18th October 2021)								
Signature: 								
Date: 18th October 2021					Review Date: No later than January 2023			

- period of engagement
 - remuneration
 - any other matters required for the management of the engagement by the authority
- 4.14. Most internal auditors will have professional indemnity insurance cover which provides both the authority and the person or firm engaged, with protection and assurance.

Planning and oversight

- 4.15. It is a matter for the authority to determine how best to meet the statutory requirement for internal audit, having regard to its size, scope of services and complexity of financial arrangements.
- 4.16. Authorities should, at least annually, carry out a review of the effectiveness of their overall internal audit arrangements. It should be designed to provide sufficient assurance for the authority that standards are being met and that the work of internal audit is effective. Authorities should judge the extent and scope of the review by reference to their own individual circumstances.
- 4.17. As with any review, it should be evidence based.
Wherever possible this should be gathered throughout the year.
Sources may include:
- previous review and action plan
 - annual report by internal audit
 - other reports from internal audit, including internal audit plan, monitoring reports, and the results of any investigations
 - any reports by the external auditor
 - the results of any other external reviews of internal control
- 4.18. As part of the review the internal auditor should produce a report to the authority highlighting areas for improvement or development. An action plan should be produced setting out the areas of improvement required, any proposed remedial actions, the members or officers responsible for delivering improvement, and the deadlines for completion of the actions.

Internal Audit Checklist

- 4.19. The following sets out the basic requirements for conduct of an effective internal audit review of an authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in an authority's Annual Governance and Accountability Return (AGAR). The detail is not exhaustive, but aims to provide Proper Officers and internal auditors with a basic guide to the controls that should ideally be in place and physical checks / testing that should be applied. Where records examined include personal detail, such as in the case of staff salaries, allotment records and detail of hall hirers on invoices, care should be taken to ensure compliance with the requirements of the General Data Protection Regulations (GDPR).

4.20. Internal auditors should also, as part of the overall check on the authority’s governance arrangements, review all full authority and committee minutes (and supporting papers) to gain an overview of the authority’s financial and governance controls, monitoring that no actions of a potentially unlawful nature are being considered or any such decisions have been taken and that approval of all minutes is in accordance with the legislation.

This particular facet does not align to an individual section of the internal audit report in the AGAR, but serves to give a degree of high-level indication as to the effectiveness of an authority’s overall controls and decision-making process.

AGAR Certificate reference	Internal Audit action for expected controls
<p>A. Appropriate accounting records have been kept throughout the year. & I Periodic bank reconciliations were properly carried out during the year.</p>	<p><u>Authorities should refer to Para 5.10 to 5.27</u></p> <ul style="list-style-type: none"> ● Ensure the correct roll forward of the prior year cashbook balances to the new financial year ● Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained ● Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members ● Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, <u>Section 2, Box 8.</u> ● Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.
<p>B. The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</p>	<p><u>Authorities should refer to Para 5.34 to 5.41</u></p> <ul style="list-style-type: none"> ● Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the <u>SOs and FRs</u> which should be based on the latest version. ● Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents) ● Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation ● Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments

	<ul style="list-style-type: none"> ● Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements ● Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place
<p>C. The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p><u>Authorities should refer to Para 5.89 to 5.102</u></p> <ul style="list-style-type: none"> ● Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc ● Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security ● Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation
<p>D. The Precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate.</p>	<p><u>Authorities should refer to Para 5.7 to 5.9</u></p> <ul style="list-style-type: none"> ● Ensure that the full Authority, not a Committee, has considered, approved and adopted the annual precept in accordance with the required parent Authority timetable ● Ensure that budget reports are prepared and submitted to Authority / Committees periodically during the year with appropriate commentary on any significant variances ● Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances ● Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process ● Ensure that the precept in the accounts matches the submission form to the relevant authority and the <u>public record of precepted amounts</u>
<p>E. Expected income was fully received based on correct prices, properly</p>	<p><u>Authorities should refer to Para 5.44 to 5.47</u></p> <ul style="list-style-type: none"> ● Review "Aged debtor" listings to ensure appropriate follow up action is in place

<p>recorded and promptly banked; and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> ● Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored. ● Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (<u>Authorities should also acquire and retain copies of Burial / Cremation certificates</u>) ● Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised ● Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time ● Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income ● Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked
<p>F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for</p>	<p><u>Authorities should refer to Para 5.42 to 5.43</u></p> <ul style="list-style-type: none"> ● A number of Authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "Not covered" response is frequently required in this area. ● Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc) ● Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held ● Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held ● Ensure that VAT is identified wherever incurred and appropriate ● Physically check the petty cash and other cash floats held ● Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings
<p>G. Salaries to employees</p>	<p><u>Authorities should refer to Para 5.48 to 5.54</u></p>

<p>and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.</p>	<ul style="list-style-type: none"> ● Ensure that, for <u>all staff</u>, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract ● Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability ● Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the <u>NJC</u> scale or hourly rate, if off-scale, and also with the contracted hours ● Ensure that appropriate tax codes are being applied to each employee ● Where <u>free</u> or <u>paid for</u> software is used, ensure that it is up to date. ● For the test sample of employees, ensure that tax is calculated appropriately ● Check the correct treatment of Pension contributions ● For NI, ensure that the correct deduction and employer's contributions are applied: NB. The <u>employers allowance</u> is not available to councils but may be used by other authorities ● Ensure that the correct employers' pension percentage contribution is being applied ● Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.
<p>H. Asset and investment registers were complete and accurate and properly maintained.</p> <p>This section / assurance should be extended to include loans to or by the authority</p>	<p><u>Authorities should refer to Para 5.28 to 5.30</u> <u>Authorities should refer to Para 5.57 to 5.63</u></p> <p>Tangible Fixed Assets</p> <ul style="list-style-type: none"> ● Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets ● Physically verifying the existence and condition of high value, high risk assets may be appropriate ● Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement ● Additions and disposals records should allow tracking from the prior year to the current ● Ensure that the asset value to be reported in the AGAR at

	<p><u>Section 2, Box 9</u> equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals</p> <ul style="list-style-type: none"> • Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the Authority <p>Fixed asset investments</p> <ul style="list-style-type: none"> • Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the "<u>Investment Strategy</u>" and reported as Assets in the <u>AGAR at Section 2, Box 9</u>. <p><u>Authorities should refer to Para 5.64 to 5.67</u></p> <p>Borrowing and Lending</p> <ul style="list-style-type: none"> • Ensure that the authority has sought and obtained appropriate <u>DMO approval</u> for all loans acquired • Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt • Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at <u>Section 2 Box 5</u> • Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the <u>AGAR at Section 2, Box 10</u> (value should be verified via the <u>DMO website</u>) • Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt
<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.</p>	<p><u>Authorities should refer to Para 5.122 to 5.160</u></p> <p>Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at <u>Section 2 of the AGAR</u> reflects the detail in the accounting records maintained for the financial year. Consequently, IAs should</p> <ul style="list-style-type: none"> • Ensure that, where annual turnover exceeds <u>£200,000</u>, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein • Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year

	and at the financial year-end
K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.	<p>IAs should ensure that, <u>all relevant criteria are met</u> (receipts and payments each totalled less than £25,000)</p> <ul style="list-style-type: none"> the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline that it has been published, together with all required information on the Authority's website and noticeboard
L. The authority publishes information on a website / web page, and complies with the relevant Transparency Code.	<p>This test applies only to those councils covered by the £25,000 <u>External Audit exemption</u></p> <p>IAs should review the Authority's website ensuring that all required documentation is published in accordance with the <u>Transparency Code</u>.</p>
M. The authority has, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	<p>IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory <u>30 working day period when the Authority's records are available for public inspection</u>.</p> <p>IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR</p>
N. The authority complied with the publication requirements for the prior year AGAR.	<p>IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR.</p>
O. Trust funds (including charitable) - the Council has met its responsibilities as a trustee	<ul style="list-style-type: none"> Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements that the council is the sole trustee on the <u>Charity Commission register</u> that the council is acting in accordance with the <u>Trust deed</u> that the Charity meetings and accounts recorded separately from those of the council review the level and activity of the charity and where a risk based approach suggests such, review the <u>Independent Examiners</u> report

Reporting on Internal Audit

4.21. The duties of internal audit relate to reporting on the adequacy and effectiveness of an authority's system of internal control. The minimum reporting requirement for internal audit to the smaller authority is met by completing the annual internal audit report on the Annual Governance and Accountability Return.