



FINANCE COMMITTEE MEETING

15th June 2016 @ 12 noon Venue: The Pavilion

Present: Cllr R Weaver, Chair (RW), Cllr M Lee (ML), Cllr J Barber and Responsible Finance Officer Mrs Barbara Bland (BB).

1. Welcome & Apologies

Chair opened the meeting and accepted apologies from Cllr M Haque and Cllr M Nunn.

2. Year End & Internal Audit

BB presented I & E Account; Financial Summary and Statement – Cashbook; Consolidated Balance Sheet and invited questions.

- RW asked for clarification on income received under the budget heading 144 Reimbursement CCLA Tracker?

BB advised that this was reimbursement of 40K (10K 11-08-15, 10K 23-08-15, 20K 13-10-15) transferred from MPC reserve account to Sports Park.

- RW asked for clarification on expenditure paid under the budget heading 1997 PSDF Investment CCLA of 150K to Sports Park?

BB explained that this was the surrender value of the request to draw down funding to reimburse Parish Council reserve account.

- ML requested further clarification on the transfer of funds from CCLA and reimbursement of funding to MPC accounts.

BB explained that the 150K was drawn down from CCLA to reimburse the 40K (specified above) in financial year 2015-16 and £17,784 owed to MPC from financial year 2014-15. In total reimbursement of £57,784 was made to MPC by MSP. All transfer documentation was referred to and authorisation had been obtained from Cllrs Lee (Chair at the time of transfers) and Cllr Weaver, both bank signatories to effect transfer. This audit trail had also been made available to internal auditor Mike Spencer for ease of reference.

- ML referred to Consolidated Balance Sheet which stated under Long Term Assets an investment balance of £454.38 and asked what this was?

BB explained that this is the interest that was paid after the transfer of £1,375,938.33 from the CCLA's public sector deposit fund to the newly formed Charity Meriden Sports & Recreational Trust, and remains in the PSDF account.

- RW stated that the remainder of the 150K has been used for (i) phase one of play area surface refurbishment, additional outdoor gym equipment; (ii) running costs; (iii) phase two of play area surface refurbishment; (vi) three-months contingency (good practice guidelines).

BB agreed that this was her understanding in accordance with Sports Park Director's authorisation, reference Item 6, Sports Park Director's meeting minutes dated 14th October 2015.

RW concluded that the year-end be accepted with a recommendation to Members for approval.



3. Internal Auditor Feedback

RW advised receipt of a letter from MS Audit & Consultancy Services confirming conclusion of the annual internal audit for the Annual Return. The audit acknowledged the working papers were well presented and the few administrative matters arising were all resolved satisfactorily, with no issues to report to Members.

BB added that the internal audit notes received regarding the queries raised had been completed and discussed with the auditor as part of audit process.

BB stated it should be noted that the following points need to be actioned prior to external audit with Grant Thornton;-

- An adjustment on VAT as there was an over claim of £35.17 for 2014-15 resulting from insurance tax being claimed as VAT. The audit recommendation was for a cheque and letter of explanation to be sent with the VAT refund claim form.

It was agreed that a letter and cheque be sent with the VAT claim form as recommended by auditor.

- There is an anomaly of £409.44 this being the difference relating to income received and creditors not reflected in the electronic accounting system; therefore an adjustment has taken place in financial year 2015-16. The opening balance has been left as per the accounting system and adjustments are to be made in the new financial year being 2016-17.

It was agreed that BB will arrange to meet with Edge regarding system adjustments to new financial year.

4. Grant Thornton

RW referred to the annual return and the internal audit sign off; recommendation will be made for approval of year end by Members. RW will go through Annual Governance Statement with Members at Full Council meeting on 20th June 2016 to meet 24th June 2016 external audit deadline to receive audit papers.

It was agreed BB will prepare external audit documentation to complete process and meet deadline.

RW thanked BB for year-end work to date; she further requested a note be sent to Members prior to forthcoming full Council meeting recommendation for approval offering the opportunity to look through year-end documentation.

The finance committee agreed their acceptance of financial statements 2015-16 with recommendation for approval by full Council. RW signed off Consolidated Balance Sheet on behalf of Parish Council together with BB in her capacity as Responsible Finance Officer.

The meeting closed at 12.45.