

MOLD TOWN COUNCIL

Minutes of the meeting of Mold Town Council Audit Sub Committee held at the Town Hall on Tuesday 21st May 2013.

PRESENT:

Councillors: Hadyn Bateman, Bob Gaffey, Geoff Matthias, Anthony Parry and Phil Thomas with the Clerk and Finance Officer.

1. DECLARATION OF INTERESTS

Councillor Phil Thomas advised that over ten years ago the company he worked for had been customers of UHY Hacker Young, but there was no current or recent connection with the Company.

2. MINUTES

Resolved: It was resolved that the minutes of the meeting of the Audit Sub Committee held on 15th April 2013 be received and approved as a correct record.

3. ANNUAL RETURN & INTERMEDIATE AUDIT 2012 / 13

The Committee considered the previously circulated report detailing the arrangements for the external audit of the Town Council's accounts for the year ended 31st March 2013 and covering:

- The Report of the Internal Auditor
- The Annual Return
- The Statement of Assurances.

Members noted the requirement for every local council to have its accounts audited each year. It was also noted this Council is required to have its accounts checked by an internal auditor and this work has to be undertaken by a person independent of the Council. The check by the internal auditor, COMPACC Complete Accounting Services UK Ltd of Mold, is then fed into an annual return and external audit which is undertaken by an auditor appointed by the Welsh Audit Office. For Mold Town Council, and other local councils in North Wales, the appointed auditor is UHY Hacker Young of Chester.

The annual return is, in the case of this Council, supplemented by a schedule of assurances linked to financial and operational matters and known as the intermediate audit. The complete set of papers, annual return and supplementary assurances form the whole of the information given to UHY Hacker Young for the external audit.

The Committee considered in detail, the draft annual return, the report of the internal auditor and the statement of supplementary assurances.

The Committee noted the internal auditor had recommended purchasing an accounting software package to provide better support and easier use, and agreed with the recommendation. The Committee also noted that the Auditor had suggested that standard payments should have an annual authorisation process to save reporting each month, which again they agreed with. The Committee noted that the internal auditor had completed the part of the annual return confirming his acceptance of the Council's compliance with relevant procedures. The Committee also noted the draft responses within the statement of supplementary assurances.

The Committee, having considered the report and the documentation, agreed to recommend their approval to the Council at its meeting on 29th May to allow the external audit to proceed.

Resolved: It was resolved that:

- a) The report of the Internal Auditor be received and approved,
- b) The Town Council, at its meeting to be held on 29th May 2013, be recommended to approve the draft annual return and statement of assurances; and
- c) The recommendations of the Internal Auditor be received and approved.

**SUMMARY OF DECLARATIONS MADE BY MEMBERS
IN ACCORDANCE WITH MOLD TOWN COUNCIL'S
CODE OF CONDUCT**

AUDIT SUB COMMITTEE	DATE: 21ST May 2013
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MEMBER	ITEM	MINUTE NO. REFERS
Councillor Phil Thomas	Annual Return and Intermediate Audit 12/13	3

