

AYLESFORD PARISH COUNCIL
FINANCE ADVISORY SUB COMMITTEE
TUESDAY 24 MARCH 2015

AGENDA

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1. Apologies

2. Declarations of Interests

3. Section 137 Donation requests

4. Hall Grants

St Albans Church, Blue Bell Hill – local members have agreed to give grant for grasscrete

Walderslade Baptist Church - grant/loan arrangement for new kitchen

5. Section 137 Micro Grant requests

6. 2014/15 Financial Budget Comparison

Income and Expenditure Report to 18 March 2015. Summary attached. Full report available at the meeting to be attached to **Appendix A** in the bound copy of the minutes.

7. Statement of Internal Control

Each year the Parish Council has a requirement to review the effectiveness of its internal controls and to agree a Statement of Internal Control. The Statement is attached at **Appendix B** for your consideration and approval.

8. Appointment of Internal Auditor

At the beginning of each financial year the Council has a duty to appoint its Internal Auditor and to agree the scope of the Internal Audit. For the past few years the Kent County Council Internal Audit has undertaken this work and during that period their work has been satisfactory. Clerk suggests that a review of who does this work for the Council should be undertaken but this would not be the appropriate time as the Council is just approaching year end and an audit would be required in early May. Propose this review is undertaken during the year and completed in time for the appointment of next year's Internal Auditors. The KCC rates are £290 per day and 2 audits of 1 day will be required giving a total of £580 for the year. Therefore for the forthcoming year 2015/16 it is recommended that the Kent County Council Internal Audit team be appointed to undertake the internal audit and that the scope of the audit should be as follows:-

Testing of the following financial systems

- Payments
- Receipting and recording of income
- Precept
- Annual audit return
- Banking and bank reconciliations
- Financial reporting
- VAT
- Budget approval
- Risk assessment
- Assets
- Salaries.

9. Matters arising from P&R 3 March 2015

10. Any Other Business/Correspondence