

Review of Internal audit matters 2016-17

<u>Control area</u>	<u>Issue</u>	<u>Recommended Action</u>
External Audit Report	The external auditors raised matters on the 2015/16 which were not reviewed by the council, or was the report attached to the minutes.	All actions should be reviewed and addressed and all internal and external audit reports be published on the website
Budget approval	The budget, once approved, becomes a public document and should be included with the signed minutes.	The budget should be included in the signed minutes from now on.
Bank accounts	BPC has several deposit accounts earning little interest and increasing administration cost and complexity.	Where possible these should be merged and closed.
Burley History Project	This project is taking time to complete but the council should clarify how much it plans to spend on it.	A clear earmarked reserve should be identified for this project
Reserves	The level of reserves held by the council is very high; guidance is 3 to 6 months revenue expenditure. The council currently hold 29 months of reserves.	The council should urgently identify achievable projects or look to restricting precept rises for the coming years.
Transparency Code	The council is covered by the transparency code. The website covers many of the requirements but some matters remain.	Details of all land and buildings need to be specified. Copies of all audit reports need to be uploaded.
Lease renewal	The lease with LDDN for Deer Hall expires in a few months. Renewals and extensions of such matters take longer than is expected by most parish councils.	The Council should ensure that its solicitors are aware of the very short timescale for the work.

BPC Comments**Actions**

Internal audit report was reviewed in July 2016 minutes. External audit report/Annual Return was approved Sept 2016 and was available on BPC website in "Documents" section	Full Internal and external audit reports have now been uploaded to BPC website under "Transparency code: Documents"
Budget is currently available to view on BPC website under "Documents" section as part of Audit Documents	Budget 2017-18 has now also been uploaded with Finance Committee minutes (Jan 2017).
As discussed in previous years, dedicated accounts are kept for monies ring-fenced for particular projects and received from independent sources (Particularly War Memorial as this was public donations).	As projects close and respective budgets are spent associated accounts will be closed.
The ear-marked reserve for this project is the balance of its dedicated account.	Aim to close this account by the end of 2017-18 and reallocate any remaining funds to other projects.
As discussed in previous years, in line with the objectives of this term of office, reserves are earmarked for a Play Area and Affordable Housing/Heritage Centre project. The Precept for 2016-17 was held the same as for 2015-16 and not increased, due to reserves held and £1200 of reserves have been included in the 2017-18 budget	Reserves are planned to be spent on future viable developments. Continue to review following year's Precept request in line with reserves held
Buildings are included in the Asset Register which is available on the website.	Specific details of land/buildings have now been uploaded as a "Details of Public Land and Building Assets" document Internal audit report has been uploaded and external audit report will be uploaded when available.
This is currently in hand.	Solicitors will be instructed to send lease agreement to LDDN as soon as possible now that this has been agreed (minutes June 2017)