

## MORECAMBE TOWN COUNCIL

**You are hereby summoned to attend the Meeting of  
Finance & Governance Committee at the Town Council Offices, Morecambe on  
Monday 17<sup>th</sup> February 2020 commencing at 5:00pm.**

### AGENDA

1. **Apologies for Absence.**
2. **Declaration of Interests:** To receive declarations by Members of interests in respect of items on this Agenda. Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).  
  
Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.  
  
In accordance with Part B Section 2 of the Code of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.
3. **Election of Chair and Vice Chair:** To elect Chair and Vice-Chair of the Committee
4. **Public Participation:** To adjourn the meeting for a period of public discussion
5. **Terms of Reference:** To consider committee terms of reference (To follow)
6. **Summary Report:** To consider financial summary report 01/04/2019 – 31/01/2020 (To follow)
7. **Financial management:** To consider arrangements for budget planning, monitoring and reporting going forward
8. **Governance & Internal Control:** To consider governance and internal control arrangements (including independent internal audit) going forward
9. **Date of Next Meeting – To be confirmed**



Bob Bailey, Town Clerk. 11<sup>th</sup> February 2020

# Finance and Governance Committee

## Terms of Reference

### **MEMBERSHIP:**

- 1) Ten Councillors
- 2) Membership of the Committee will be decided at the Annual Meeting of the Town Council
- 3) The first order business at the first meeting of the Committee after the Annual Town Council meeting will be to elect a Chair and Vice-Chair
- 4) A quorum will be five members
- 5) Non-Members of the Committee may attend in their capacity as a Councillor and will be allowed to speak on items of the Agenda
- 6) The Committee will invite representatives from other organisations to the Committee meetings as required

### **MEETINGS:**

- 1) The Committee will meet every month but may conduct business about routine financial matters by email as required;
- 2) A record of activities and decisions taken by the Committee will be recorded in the Committee Minutes;
- 3) Minutes of the Committee will be submitted to the Town Council at the next meeting for debate;
- 4) The Clerk is responsible for acting on the decisions of the Committee as directed

**DELEGATED POWERS AND RESPONSIBILITIES:** In accordance with the Local Government Act 1972 the Committee has delegated powers and overall responsibility for financial management, monitoring and reporting; governance and risk management arrangements and resource management as set out below:

### **Financial management, monitoring and reporting:**

- 1) Review and monitor the income and expenditure of the Council;
- 2) Provide guidance to Committees and the Council on overall levels of income and expenditure;
- 3) Draft annual budget in consultation with other Committees;
- 4) Recommend the annual precept to Council;
- 5) Review monthly monitoring reports of income and expenditure;
- 6) Consider at each meeting a payment schedule for recommendation to Council;
- 7) Consider audit reports and report findings and recommendations to Council;

# **Finance and Governance Committee**

## **Terms of Reference**

- 8) Prepare relevant criteria for the award of grants and the annual timetable for the advertisement, receipt and consideration of Grants;
- 9) Consider all Grant applications received and to make recommendations to the Council;
- 10) Monitor and manage the use of reserves and annually review the strategy for determining the amount of reserves.

### **Governance, internal control and risk management:**

- 1) Annually review the Council's standing orders and financial regulations and other governance, internal control and risk management policies and procedures;
- 2) Establish proper systems of governance, risk management and internal control;
- 3) Ensure that all functions and activities of the Council comply with statutory requirements and adopted policies and procedures, including
  - a) Freedom of Information;
  - b) Transparency Code ;
  - c) General Data Protection Regulations
- 4) Consider all complaints received in accordance with the Council's complaints procedure and make recommendations to Council;
- 5) Report annually on complaints received and any lessons learnt and acted upon.

# **Finance and Governance Committee**

## **Terms of Reference**

### **RESOURCE MANAGEMENT SUB-COMMITTEE:**

- 1) Manage the selection and recruitment of staff employed by the Council;
- 2) Manage all other staff related matters, including sickness absence and disciplinary and grievance procedures and policies as the need arises;
- 3) Manage the performance of staff and establish arrangements for an annual appraisal of his/her performance and professional development requirements;
- 4) Establish arrangements for the development, training and performance management of all other staff employed by the Council;
- 5) Develop a programme of Member training and development;
- 6) Report annually on Member and staff training undertaken and skills developed during the year;
- 7) Oversee the use of information and communications technology, including management of the Council's website and social media in support of the Council's business activities and functions
- 8) Prepare a community engagement strategy to involve the local community in decision making and partnership working on Council projects and initiatives

### **FESTIVAL AND EVENTS SUB-COMMITTEE:**

- 1) Promote festivals and events in accordance with budgets set by Finance & Governance Committee and Full Council;
- 2) Invite organisations to present ideas on festivals and events;
- 3) Seek the views of the business community and the public on how the festivals and event programme should be developed;
- 4) Ensure that applications for festivals and events funding meet the criteria and timetable set by the Finance and Governance Committee
- 5) Ensure that contracts in accordance with the Council's financial regulations and standing orders are properly entered into for all festivals and events which receive funding from the Council;
- 6) Ensure that Morecambe Town Council receives publicity from festivals and events that the Council funds and supports;
- 7) Annually evaluate festivals and events supported to ascertain their 'added value';
- 8) Work in partnership with relevant organisations to maximise the scope and funding opportunities for festival and events;
- 9) Recommend award of funding to Finance and Governance Committee and full Council.

**Morecambe Town Council**  
**Summary of Receipts and Payments**

15 February 2020 (2019-2020)

All Cost Centres and Codes

**Annual Precept**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43 Annual Precept	189,593.58	189,593.58					
<b>SUB TOTAL</b>	<b>189,593.58</b>	<b>189,593.58</b>					

**Anti Social Behaviour Officer**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
74 ASB				14,000.00		14,000	14,000
<b>SUB TOTAL</b>				<b>14,000.00</b>		<b>14,000</b>	<b>14,000</b>

**Armed Forces Day**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86 Armed Forces Day				1,000.00	1,000.00		
<b>SUB TOTAL</b>				<b>1,000.00</b>	<b>1,000.00</b>		

**Asset Replacement Fund**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
65 Asset Replacement Fund				9,000.00		9,000	9,000
<b>SUB TOTAL</b>				<b>9,000.00</b>		<b>9,000</b>	<b>9,000</b>

**Bank Interest Income**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41 Bank Interest	500.00	668.61	169				169
<b>SUB TOTAL</b>	<b>500.00</b>	<b>668.61</b>	<b>169</b>				<b>169</b>

**By Election Fund**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40 By-Election Fund				6,000.00	2,498.27	3,502	3,502
<b>SUB TOTAL</b>				<b>6,000.00</b>	<b>2,498.27</b>	<b>3,502</b>	<b>3,502</b>

**Morecambe Town Council**  
**Summary of Receipts and Payments**

15 February 2020 (2019-2020)

All Cost Centres and Codes

<b>CCTV</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
		<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
<b>Code</b>	<b>Title</b>							
72	CCTV				5,000.00		5,000	5,000
<b>SUB TOTAL</b>					<b>5,000.00</b>		<b>5,000</b>	<b>5,000</b>

<b>Centenary Remembrance Ever</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
		<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
<b>Code</b>	<b>Title</b>							
85	Centenary Remembrance Event							
<b>SUB TOTAL</b>								

<b>Christmas Lights</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
		<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
<b>Code</b>	<b>Title</b>							
54	Christmas Lights				6,000.00	6,000.00		
<b>SUB TOTAL</b>					<b>6,000.00</b>	<b>6,000.00</b>		

<b>Community Centre and Town Co</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
		<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
<b>Code</b>	<b>Title</b>							
38	Community Centre and Town Cour				55,000.00		55,000	55,000
<b>SUB TOTAL</b>					<b>55,000.00</b>		<b>55,000</b>	<b>55,000</b>

<b>Community Events</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
		<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
<b>Code</b>	<b>Title</b>							
62	Community Awards				500.00		500	500
<b>SUB TOTAL</b>					<b>500.00</b>		<b>500</b>	<b>500</b>

<b>Community Garden Fund</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
		<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
<b>Code</b>	<b>Title</b>							
80	Community Garden Fund							
<b>SUB TOTAL</b>								

**Morecambe Town Council**  
**Summary of Receipts and Payments**

15 February 2020 (2019-2020)

All Cost Centres and Codes

**Computers**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
90	Office 365					355.20	-355	-355
<b>SUB TOTAL</b>						<b>355.20</b>	<b>-355</b>	<b>-355</b>

**Deprivation Support**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
81	Deprivation Support				6,100.00	1,178.27	4,922	4,922
<b>SUB TOTAL</b>					<b>6,100.00</b>	<b>1,178.27</b>	<b>4,922</b>	<b>4,922</b>

**Election Costs**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
88	Election Costs for 2nd May 2019				20,000.00	8,136.32	11,864	11,864
<b>SUB TOTAL</b>					<b>20,000.00</b>	<b>8,136.32</b>	<b>11,864</b>	<b>11,864</b>

**Environmental Enforcement Office**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Environmental Enforcement Office				12,500.00		12,500	12,500
<b>SUB TOTAL</b>					<b>12,500.00</b>		<b>12,500</b>	<b>12,500</b>

**Festivals**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Festivals				55,000.00	47,560.00	7,440	7,440
<b>SUB TOTAL</b>					<b>55,000.00</b>	<b>47,560.00</b>	<b>7,440</b>	<b>7,440</b>

**General Reserves**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	General Reserves				10,000.00		10,000	10,000
<b>SUB TOTAL</b>					<b>10,000.00</b>		<b>10,000</b>	<b>10,000</b>

**Morecambe Town Council**  
**Summary of Receipts and Payments**

15 February 2020 (2019-2020)

All Cost Centres and Codes

**Growth Reserve Fund**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Growth Reserve Fund				7,000.00		7,000	7,000
<b>SUB TOTAL</b>					<b>7,000.00</b>		<b>7,000</b>	<b>7,000</b>

**Miscellaneous Grants**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Community Grants				7,500.00	1,500.00	6,000	6,000
<b>SUB TOTAL</b>					<b>7,500.00</b>	<b>1,500.00</b>	<b>6,000</b>	<b>6,000</b>

**Mobile CCTV**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
82	Mobile CCTV				3,000.00		3,000	3,000
<b>SUB TOTAL</b>					<b>3,000.00</b>		<b>3,000</b>	<b>3,000</b>

**Morecambe in Bloom**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56	Morecambe in Bloom				6,000.00	173.09	5,827	5,827
<b>SUB TOTAL</b>					<b>6,000.00</b>	<b>173.09</b>	<b>5,827</b>	<b>5,827</b>

**Neighbourhood Plan**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Neighbourhood Plan				2,000.00	85.00	1,915	1,915
<b>SUB TOTAL</b>					<b>2,000.00</b>	<b>85.00</b>	<b>1,915</b>	<b>1,915</b>

**Newsletter**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	Newsletter				3,000.00	4,066.67	-1,067	-1,067
<b>SUB TOTAL</b>					<b>3,000.00</b>	<b>4,066.67</b>	<b>-1,067</b>	<b>-1,067</b>



**Morecambe Town Council**  
**Summary of Receipts and Payments**

15 February 2020 (2019-2020)

All Cost Centres and Codes

**Portas Town Team**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Portas Town Team							
<b>SUB TOTAL</b>								

**Poulton Neighbourhood Manage**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76	Poulton							
<b>SUB TOTAL</b>								

**Remembrance Sunday**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Remembrance Sunday				100.00		100	100
<b>SUB TOTAL</b>					<b>100.00</b>		<b>100</b>	<b>100</b>

**School Parking**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
73	School Parking							
<b>SUB TOTAL</b>								

**Section 137 Expenditure**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Section 137 Expenditure							
<b>SUB TOTAL</b>								

**SpID**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	SpID				2,500.00		2,500	2,500
<b>SUB TOTAL</b>					<b>2,500.00</b>		<b>2,500</b>	<b>2,500</b>

**Morecambe Town Council**  
**Summary of Receipts and Payments**

15 February 2020 (2019-2020)

All Cost Centres and Codes

**Staffing and Administration**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salaries		1,950.11	1,950	52,000.00	49,062.38	2,938	4,888
4	Town Council Office Rent				3,850.00	4,638.56	-789	-789
5	Photocopier Charges				1,400.00	1,328.44	72	72
6	Hire of Rooms (Meetings)				1,500.00	310.00	1,190	1,190
7	IT Systems Security				850.00	1,018.30	-168	-168
8	Telephone				400.00	243.36	157	157
9	Postage, Printing and Stationery				500.00	497.78	2	2
10	Accountancy and Audit				1,400.00	1,445.00	-45	-45
11	Insurance				1,200.00	680.25	520	520
12	Council Tax							
13	Website				300.00	150.00	150	150
14	Legal Expenses				500.00	4,500.00	-4,000	-4,000
46	Bank Charges				240.00	188.30	52	52
84	Data Management				300.00	40.00	260	260
<b>SUB TOTAL</b>			<b>1,950.11</b>	<b>1,950</b>	<b>64,440.00</b>	<b>64,102.37</b>	<b>338</b>	<b>2,288</b>

**Station Grant**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
77	Station Grant							
<b>SUB TOTAL</b>								

**Street Art - Arts Council Grant**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75	Arts Council Grant							
<b>SUB TOTAL</b>								

**Street Cleansing**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
89	Street Cleansing				11,000.00		11,000	11,000
<b>SUB TOTAL</b>					<b>11,000.00</b>		<b>11,000</b>	<b>11,000</b>

**Toilets Management**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
64	Toilets Management				10,000.00	7,237.65	2,762	2,762

**Morecambe Town Council**  
**Summary of Receipts and Payments**

15 February 2020 (2019-2020)

All Cost Centres and Codes

<b>SUB TOTAL</b>		<b>10,000.00</b>	<b>7,237.65</b>	<b>2,762</b>	<b>2,762</b>
------------------	--	------------------	-----------------	--------------	--------------

**Toilets Refurbishment**

	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code Title							
63 Toilets Refurbishment							
<b>SUB TOTAL</b>							

**Training**

	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code Title							
15 Training				1,500.00		1,500	1,500
<b>SUB TOTAL</b>				<b>1,500.00</b>		<b>1,500</b>	<b>1,500</b>

**VAT Refunds**

	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code Title							
49 VAT Refund		5,020.07	5,020				5,020
<b>SUB TOTAL</b>		<b>5,020.07</b>	<b>5,020</b>				<b>5,020</b>

**War Memorial**

	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code Title							
67 War Memorial				10,000.00		10,000	10,000
<b>SUB TOTAL</b>				<b>10,000.00</b>		<b>10,000</b>	<b>10,000</b>

**Summary**

<b>NET TOTAL</b>	<b>190,093.58</b>	<b>197,232.37</b>	<b>7,139</b>	<b>328,140.00</b>	<b>143,892.84</b>	<b>184,247</b>	<b>191,386</b>
V.A.T.		4,966.03			3,553.17		
<b>GROSS TOTAL</b>		<b>202,198.40</b>			<b>147,446.01</b>		

## Report to Morecambe Town Council – Finance & Governance Committee

Author: Bob Bailey

Date: 16<sup>th</sup> February 2020

**Subject: Annual Internal Audit Review**

### 1 Introduction

- 1.1 Every local authority is required to make arrangements for the proper administration of its financial affairs as required by Regulation 5(1) of the Accounts and Audit Regulations 2015 the Council must 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.
- 1.2 The internal audit **must be an independent, objective assurance activity** designed to improve the Council's operations and to help to accomplish our objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of our risk management, control and governance processes.
- 1.3 The purpose of internal audit is to review and report on whether the Council's systems of financial and other internal controls over its activities and operating procedures are effective.
- 1.4 In order to meet our control objectives as set out below and to ensure full compliance with the legal requirements of the Accounts and Audit Regulations 2015, the internal audit review of the Council's financial and internal control systems, must:
  - a) Provide assurance as to the adequacy and effectiveness of the systems in place and making recommendations as appropriate; and
  - b) Provide an opinion on to the extent of compliance with 'Internal Control Objectives' as set out in the standard form of Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) for 2019/20.

**2 Control Objective A - Appropriate accounting records have been properly kept throughout the financial year.**

2.1 The review considers the accounting records for the financial year, including bank statements, reports to Council, VAT working papers, etc.

**3 Control Objective B – The authority complies with its financial regulations, payments are supported by invoices, all expenditure is approved and VAT is appropriately accounted for.**

3.1 The review considers the payments system and the reports produced. A sample of paid invoices will be examined.

**4 Control Objective C - This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

4.1 The review considers the most recent risk assessment record and whether any view of risk had been undertaken.

**5 Control Objective D - The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**

5.1 The review will cover the budget monitoring reports and the overall financial position of the Council

**6 Control Objective E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.**

6.1 The review will consider the income paid into the bank accounts, the invoice list maintained and the current schedule of charges.

**7 Control Objective F - Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.**

7.1 The review will consider operation of petty cash based systems

**8 Control Objective G - Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied**

8.1 The review will consider the Payroll system being operated

**9 Control Objective H - Asset and investments registers were complete and accurate and properly maintained**

9.1 The review will examine the current Asset Register and any investments.

**10 Control Objective I - Periodic and year-end bank account reconciliations are properly carried out**

10.1 The review will examine the year end bank reconciliation and information provided in periodic monitoring reports.

**11 Control Objective J - Accounting statements prepared during the year are prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors are properly recorded.**

11.1 The review will examine the Council's bank statements, monitoring reports and the draft Annual Governance and Accountability Return (AGAR).