



BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk

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To all members of the Council, public and press

28 May 2013

There will be a meeting of the **Finance and General Purposes Committee** on **Monday 3 June 2013 European School of Osteopathy, Boxley ME14 3DA** commencing at 7.20 p.m.

1. **Apologies and non-attendance.**

To receive apologies from members unable to attend.

2. **Declaration of Interest or Lobbying.**

Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.

To adjourn to enable members of the public to address the meeting.

3. **2012/2013 End of Year Return.**

To consider the End of Year Return and make a recommendation to the parish council to sign it; copies are enclosed in members folders. See attached (page 2) for an explanation concerning the delay in submission.

4. **Date of Next Meeting.**

Tuesday 9 July 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 30 June.

Pauline Bowdery
Clerk to the Council.

2012/2013 End of Year Return.

Report from the Clerk who is also the Responsible Financial Officer.

As members are aware the documentation should have been submitted to the F&GP Committee on 21 May but the accounts did not balance. Members were notified that the problem was probably caused by a software issue as the individual bank accounts had been reconciled. The Internal Auditor Kevin Funnell, who had been kept fully informed, would be returning on 22 May to complete a second audit when it was expected the problem would be resolved.

On his return, the failure to balance was quickly identified as being a discrepancy of £184.11 caused solely by malfunctioning software and Kevin was able to complete the audit to his satisfaction.

A short summary of the issue is that two parts of the software failed to properly connect resulting in the end of year report recognising some payments as not being made and others as having being made. The problem was compounded because the £184.11 was actually made up of three sums. The audit trail is available to see at the office.

The software provider will be notified of the problem and asked to rectify the software.

The Independent Internal Auditor's report is enclosed for information as it deals with the above issue. Full discussion on the actual report will be undertaken at the July meeting.