

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 22 FEBRUARY 2017

Present: Councillors Sid Abbott (Vice-Chairman) (in the Chair), and Andy Whayman with Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillors John Kane (Chairman) (for whom Councillor Whayman substituted), Liz Jones and Jessica Castle

1. INTERNAL AUDIT - SECOND INTERIM REPORT 2016-17

Members received the second interim report of the Internal Auditor and were pleased to note that there were no issues arising which warranted formal comment or recommendation.

The Sub-Committee particularly noted that the Internal Auditor had been pleased to note that members continue to receive regular budget monitoring reports, as well noting the introduction of a comprehensive BACAS software system which is a recognised cemetery records and mapping management package.

The Sub-Committee thanked the staff concerned for their work.

2. PAYMENT OF ACCOUNTS

The Head of Finance and Support Services presented the supporting documentation for consideration in approving the payment of accounts, including the detailed Purchase Ledger Daybook of invoices received in the relevant period, the detailed schedule of Purchase Ledger Cheque, Direct Debit and BACS payments, a spreadsheet reconciling invoices received as per the Purchase Ledger and payments made against them.

Detail of all payroll costs for the previous month, including net salaries paid directly by BACS and payments to HMRC, Bedfordshire Pension Fund and Unions were included with a separate audit trail.

The Head of Finance and Support Services provided further detailed information in regard to particular invoices queried by the Sub-Committee.

- RESOLVED:**
- i) that the schedule of accounts for the period 18 January to 21 February 2017 be approved for payment (see Appendix 1)
 - ii) that Councillors' action in authorising prior payments by BACS and Bankline as detailed on the schedule be confirmed
 - iii) that cheque number 26221 be confirmed as cancelled.

3. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 January 2017 and the Chairman signed the bank statements accordingly.

4. INCOME AND EXPENDITURE

The Sub-Committee received the detailed Income and Expenditure report as at 31 January 2017. Members noted variances against budget for the period and the explanations therefor. It was noted that 90% (ie £31,500 of £35,000) of the grant funding for the Priory House Feasibility Study had been received from Historic England.

The Head of Finance and Support Services also provided information on the terms of the current lease agreements for photocopiers, as previously requested.