

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 24 OCTOBER 2018

Present: Councillors Mike Mullany (Chairman), Peter Hollick (Vice-Chairman) and Johnson Tamara with Lisa Scheder (Finance Officer)

Apologies for Absence: Councillor Nigel Warren

1. PAYMENT OF ACCOUNTS

The Finance Officer presented the supporting documentation for consideration in approving the schedule of accounts for payment. This included 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.

RESOLVED: i) that the schedule of accounts processed for payment for the period 19 September to 23 October 2018 be approved (see Appendix 1)

ii) that Councillors' action in authorising prior payments by BACS and Bankline as detailed on the schedule be confirmed

2. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 30 September 2018 and the Chairman signed the bank statements accordingly.

3. INCOME AND EXPENDITURE

The Sub-Committee received the Income and Expenditure report as at 30 September 2018, which had also been circulated to all members of the Council.

4. INTERNAL AUDIT

Members received the Internal Auditor's outline 5 year programme of internal audit, together with the first interim audit report for 2018/19, which had also been circulated to all members of the Council.

Members noted the content of the first interim report and the conclusions contained therein which raised no significant issues to warrant formal comment or recommendation.