



LISKEARD COUNCIL  
WORKING FOR YOU

## LISKEARD TOWN COUNCIL CO0072

### SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2018/19 NOTES

#### **2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness - NO**

The Council noted that the internal auditor had identified weaknesses in its internal controls, namely the management of debtors and reconciliation of some bank accounts, and therefore this statement had not been adequately fulfilled.

The Council resolved to refer this item to the next meeting of the Finance, Economic Development and General Purposes committee on 23 July 2019 for the following actions:

- Agree a debtor's policy
- Review all debtors of 30, 60, 90 days and older
- Review 3-year loan to Liskeard & District Sports Association made in 2010
- Agree to write off items deemed to be unrecoverable
- Follow up remaining and future items outstanding in accordance with the new policy
- Add to the internal controls - a nominated Councillor to examine the debtor records in the office and report to Council
- Future reporting *and review* of anonymised aged debtors every two months to the Finance, Economic Development & General Purposes committee
- Regular reconciliation of accounts to include deposit accounts to which the only entries are receipt of interest

#### **9. Trust Funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets including financial reporting and if required independent examination or audit - NO**

The Council noted that the internal auditor had identified weaknesses in its management of the trusts it administers, namely failure to update mandates and receive bank statements, and therefore this responsibility had not been fully discharged.

The Council resolved to refer this item to the next meeting of the Finance, Economic Development and General Purposes committee on 23 July 2019 for the following actions:

- Report on the steps needed/taken to update the account signing mandates
- Receipt of up to date statements on the three accounts
- Confirmation that £500 has been withdrawn from the Philip Blamey Trust for a grant authorised during 2018/19, and advanced by the Town Council pending resolution of access to the account
- Set up an annual action to review the signing mandate in May each year after election of the chair, when the Council currently updates the Charity Commission of any changes (or in the interim in the event of a change in clerk)
- Present trust bank statements to Council annually