



**BUNBURY HARVEY**  
**REGIONAL COUNCIL**  
HARVESTING RESOURCES FROM YOUR WASTE

# Audit Committee Meeting

## Notice of Meeting & Agenda

11 December 2023

*Meeting to be held at: The Administration Complex, Stanley Road Waste Management Facility, Lot 45, Stanley Road, Wellesley on Thursday  
11 December 2023, commencing at 4:15pm*

**NOTE: THIS COMMITTEE DOES NOT HAVE ANY DELEGATED  
AUTHORITY TO ACT ON BEHALF OF COUNCIL**

Bunbury-Harvey Regional Council  
Lot 45 Stanley Road, Wellesley  
Western Australia 6233

*Correspondence to:*  
Post Office Box 111  
Australind WA 6233

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### ATTACHMENTS

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| <b>Attachment 2</b> | - | Final Management Letter for year ending 30 June 2023.                        |
| <b>Attachment 3</b> | - | Interim Management Letter for the year ending 30 June 2023.                  |
| <b>Attachment 4</b> | - | Bunbury Harvey Regional Council Exit Meeting Agenda                          |
| <b>Attachment 5</b> | - | 2023 Financial Management System Review                                      |

# Audit Committee Terms of Reference

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*The duties and responsibilities of the committee will be:*

- a. Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
- b. Develop and recommend to Council and appropriate process for the selection and appointment of a person as the local governments auditor;
- c. Develop and recommend to Council:
  - a list of those matters to be audited; and
  - the scope of the audit to be undertaken
- d. Recommend to Council the person or persons to be appointed as auditor;
- e. Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include:
  - the objectives of the audit;
  - the scope of the audit;
  - a plan of the audit;
  - details of the remuneration and expenses to be paid to the auditor; and
  - the method to be used by the local government to communicate with, and supply information to, the auditor;
- f. Meet with auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g. Liaise with the CEO to ensure that the local government does everything in its power to:
  - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously;
- h. Examine the reports of the auditor after receiving a report from the CEO on the matters to:
  - determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters;
- i. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six (6) month after the last report prepared by the auditor is received, whichever is the latest in time;
- j. Review the scope of the audit plan and program and its effectiveness;
- k. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;
- l. Review the level of resources allocated to internal audit and the scope of its authority;
- m. Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- n. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- o. Review the local government's draft annual financial report, focusing on:
  - accounting policies and practices;
  - change to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements; and
  - significant variances from prior years;
- p. Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- q. Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- r. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- s. Review the annual Compliance Audit Return and report to the council the results of that review, and
- t. Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

# Bunbury-Harvey Regional Council Audit Committee Notice of Meeting

Dear Committee Members,

The next meeting of the Bunbury-Harvey Regional Council Audit Committee will be held at the Administration Complex, Lot 45 Stanley Road, Wellesley on Thursday, 24 May 2024.

Signed:

**Nick Edwards**

**Chief Executive Officer**

*(Date of Issue: 7 December 2023)*

## AGENDA

**Note: Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury-Harvey Regional Council!**

| <i>Council Members:</i>                         | <b>Representing</b>                       |
|---|---|
| Cr Wendy Dickinson ( <b>Chairperson</b> )       | City of Bunbury                           |
| Cr Tresslyn Smith ( <b>Deputy Chairperson</b> ) | Shire of Harvey                           |
| Cr Dakota Krispyn                               | Shire of Harvey                           |
| Cr Marina Quain                                 | City of Bunbury                           |
| Cr Michelle Steck                               | City of Bunbury                           |
| <i>Executive Leadership Team (Non-Voting)</i>   | <b>Representing</b>                       |
| Mr Nick Edwards                                 | Chief Executive Officer (BHRC)            |
| Ms Annie Riordan                                | Chief Executive Officer (Shire of Harvey) |
| Mr Alan Ferris                                  | Chief Executive Officer (City of Bunbury) |
| <i>Officers (Non-Voting)</i>                    | <b>Representing</b>                       |
| Meta Hazeldine                                  | Finance Manager                           |
| Mrs Taryn York                                  | Council Meeting Support Officer           |
| <i>Others (Non-Voting)</i>                      | <b>Representing</b>                       |
| Mr Gavin Harris                                 | City of Bunbury                           |
| Mr Rick Lotznicker                              | Shire of Harvey                           |
| Cr Karen Steele                                 | City of Bunbury                           |
| Cr Cheryl Kozisek                               | City of Bunbury                           |
| Mayor Miguel                                    | City of Bunbury                           |
| Cr John Bromham                                 | Shire of Harvey                           |
| David Ransom                                    | City of Bunbury                           |
| Dean Winter                                     | Shire of Harvey                           |

## 1. Declaration of Opening / Announcement of Visitors

The Presiding Member Declares Meeting open \_\_\_\_\_

## 2. Acknowledgement of the Country

We acknowledge the Traditional Custodians of this land on which we gather today, the Noongar Wardandi people, and pay our respects to Elders past, present and future.

## 3. Disclaimer

Not applicable to this committee

## 4. Announcement from the Presiding Member

## 5. Attendances, Apologies and Approved Leave of Absence

### 5.1. Attendances

### 5.2. Apologies

Cr Wendy Dickinson (currently on leave of absence)  
Mr Alan Ferris, CEO of City of Bunbury

### 5.3. Approved Leave of Absence

## 6. Declaration of Interest

**IMPORTANT:** Committee members to complete a "Disclosure of Interest" form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member **before** the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosure Register.

## 7. Public Question Time

Not Applicable to this committee

## 8. Confirmation of Minutes

Receive and accept the Minutes of the Audit Meeting held on 19 December 2022 presented to Council as true and accurate record.

MOVED BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

## 9. Presentations

Carly Meagher and Tim Partridge will deliver a presentation to the Committee to brief the Committee on the audit and to answer any questions in relation to the recent financial audit of the Bunbury-Harvey Regional Council (refer exit meeting agenda and Audit Planning Summary attached as **Attachment 1**).

## 10. Method of Dealing with Agenda Business

As per the order of the Agenda or otherwise

## 11. Reception of Reports and Recommendations

### 11.1. Auditors Report and Annual Financial Statements for the year ending 30 June 2023

|                                |  |                                     |                      |                          |
|--------------------------------|--|-------------------------------------|----------------------|--------------------------|
| <b>Applicant / Proponent:</b>  | Internal   |                                     |                      |                          |
| <b>Responsible Officer:</b>    | Meta Hazeldine, Finance Manager  |                                     |                      |                          |
| <b>Executive:</b>              | Nick Edwards, Chief Executive Officer  |                                     |                      |                          |
| <b>Authority / Discretion:</b> | Advocacy   | <input type="checkbox"/>            | Review               | <input type="checkbox"/> |
|                                | Executive/Strategic  | <input type="checkbox"/>            | Quasi-Judicial       | <input type="checkbox"/> |
|                                | Legislative  | <input checked="" type="checkbox"/> | Information Purposes | <input type="checkbox"/> |
| <b>Attachment(s):</b>          | <b>Attachment 2</b> – Annual Financial Report and Independent Auditors Report for the year ending 30 June 2023 |                                     |                      |                          |

#### *Summary*

The Auditor's Report and Annual Financial Report of the Bunbury-Harvey Regional Council for the financial year ending 30 June 2023 are attached at Attachment 2 for the information of the Audit Committee.

Following the Audit Exit Meeting held on the 23<sup>rd</sup> of November 2023 the Independent Auditor's reports was received, from the Office of the Auditor General WA. The Auditor General Independent Auditor's Report has confirmed that the financial report is based on proper accounts and records, and fairly represents, in all material respects, the results of the operations and the financial position of the Bunbury Harvey Regional Council for the year ended 30 June 2023.

The Auditor's Report will be presented to Council at the Council meeting immediately following this Audit Committee Meeting.

#### *Executive Recommendation*

##### **That the Audit Committee:**

Recommends that Council accept the Auditor's Report and the Audited Annual Financial Report of the Bunbury Harvey Regional Council for the financial year ending 30 June 2023.

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

#### *Voting Requirement*

Simple Majority

#### *Background*

The Auditor General has audited the 2022/2023 Annual Financial Report and have provided an Independent Auditor's Report (refer to pages 37 to 39 in the attached Annual Financial Report) as required under the relevant provisions of the Local Government Act 1995 (the Act). The Auditor's Report and Annual Financial Report are now presented to the Audit Committee for information.

Furthermore, section 7.12A(2) of the Act requires a local government to meet with its Auditor at least once in every year.

Ms Carly Meagher, Director Financial Audit, from the Office of the Auditor General WA, who is representing the Auditor General, is participating in this meeting via a telephone conference call to discuss the audit with the Committee and to answer any queries arising from the 2022/2023 Audit.

### *Council Policy Compliance*

N/A

### *Legislative Compliance*

Section 7.9(1) of the Act requires the auditor to submit a report to the local government by 31 December each year.

Section 7.12A(2) of the Act requires a local government to meet with its Auditor at least once each year.

### *Officer Comments*

There are five (5) primary financial statements:

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Cash Flows
- Fee Setting Statement

Statement of Comprehensive Income: The Statement of Comprehensive Income (Page 3 of the Financial Report) shows the extent to which operating revenue has exceeded operating expenditure during the financial year (i.e. operating surplus).

Key financial figures within the audited Annual Financial Report for the year ended 30 June 2023 include:

|                               | <u>2023</u>    | <u>2022</u>    |
|-------------------------------|----------------|----------------|
| Operating Revenue             | \$12,851,199   | \$ 5,418,121   |
| Operating Expenses            | \$ (7,539,776) | \$(12,789,243) |
| Operating Surplus / (Deficit) | \$ 5,311,423   | \$ (7,371,122) |
| Total Comprehensive Income    | \$ 6,505,442   | \$ (7,371,122) |

For the year ending 30 June 2023, the Total Comprehensive Income for the period increased from a deficit of \$7.37M to a surplus of \$6.50M, an increase of \$13.87M. This is mainly due to the work completed to cap and make good of the existing land fill. This resulted in an increase in revenue due to the member council contributions providing funds of \$6M. A provision of \$6.38M was recognised in 2022 for the work to be completed. The work has been completed and expensed in 2023 under Materials and Contracts. The provision from the prior year has been reversed resulting in a negative expenditure in Other expenditure.

This statement also includes for Changes on Revaluation of Non-Current assets. The fair value of the buildings and infrastructure increased by \$1.18M. Valuations were carried out by an independent valuer.

Statement of Financial Position: The Statement of Financial Position (Page 4 of the Financial Report) shows the assets and liabilities which make up the Equity as at the 30 June 2023.

Key financial figures within the audited Annual Financial Report for the year ended 30 June 2023 include:

|   | <u>2023</u>  | <u>2022</u>   |
|---|--------------|---------------|
| Current Assets                          | \$ 3,979,878 | \$ 2,615,806  |
| Current Liabilities                     | \$ 2,643,843 | \$ 7,179,155  |
| Current Assets over Current Liabilities | \$ 1,336,035 | \$(4,563,349) |
| Non-Current Assets                      | \$ 5,459,522 | \$ 4,848,326  |

|                         |              |            |
|-------------------------|--------------|------------|
| Non-Current Liabilities | \$ 27,097    | \$ 21,158  |
| Total Equity            | \$ 6,768,461 | \$ 263,019 |

Council's current assets exceed current liabilities by \$1.33M compared to current liabilities exceeding current assets in 2022 by \$4.56M.

The Regional Council received funding for the Organics Facility of \$1.5M in 2022/23 which has resulted in the increase of Current assets from prior year of \$1.36M.

Current liabilities decreased by \$4.53M. This is due to recognising the make good and cell capping provision (\$6.38M) in the prior year which has reduced to nil. Offset by an increase of \$1.5M as a liability recognised for the Organics Facility due to funding being unspent at 30 June 2023.

Non-current assets increased by \$611K due to the fair value of the buildings and infrastructure being revalued.

The total Equity at 30 June 2023 was \$6.76M an increase of \$6.50M from the 2021/22 financial year.

*Statement of Changes in Equity:* The Statement of Changes in Equity (Page 5 of the Financial Report) shows the extent to which the Equity has increased by the net result of the year's activities. For the year ending 30 June 2023, the Equity increased from \$263K to \$6.76M.

*Statement of Cash Flows:* The Statement of Cash Flows (Page 6 of the Financial Report) shows the nature and amount of Council's cash inflows and out flows from all activities. Council's cash held at the end of the reporting period was \$3.43M compared to \$2.25M in 2021/22, an increase of \$1.18M.

*Statement of Financial Activity:* The Statement of Financial Activity (Page 7 of the Financial Report) shows the surplus position after income and expenditure activity during the year. At the end of 2022/23 the surplus was \$488K. This was \$6.8M more than last year. As per the Budget approved for 2023/24, \$200K of the surplus will be utilised for a new reserve set aside for staff entitlements.

#### *Analysis of Financial and Budget Implications*

There are no financial or budget implications for Council to accept Annual Financial Statements and Auditor's report.

#### *Elected Member/Officer Consultation*

This matter is presented to the Committee for consideration.

### 11.2. Final Audit Management Letter for the year ending 30 June 2023

|                                |  |                                     |                      |                                     |
|--------------------------------|--|-------------------------------------|----------------------|-------------------------------------|
| <b>Applicant / Proponent:</b>  | Internal   |                                     |                      |                                     |
| <b>Responsible Officer:</b>    | Meta Hazeldine, Finance Manager  |                                     |                      |                                     |
| <b>Executive:</b>              | Nick Edwards, Chief Executive Officer                                      |                                     |                      |                                     |
| <b>Authority / Discretion:</b> | Advocacy   | <input type="checkbox"/>            | Review               | <input type="checkbox"/>            |
|                                | Executive/Strategic  | <input type="checkbox"/>            | Quasi-Judicial       | <input type="checkbox"/>            |
|                                | Legislative  | <input checked="" type="checkbox"/> | Information Purposes | <input checked="" type="checkbox"/> |
| <b>Attachment(s):</b>          | <b>Attachment 3</b> – Final Management Letter for year ended 30 June 2023. |                                     |                      |                                     |

#### *Summary*

Following the 30 June 2023 financial audit, the Auditor General, has issued their Final Management Letter (refer to Attachment 3). The Management Letter comments on matters noted during the audit and provides recommendations to be considered.



Only one matter was raised in the Management Letter being the late submission of the Annual Financial Statements for 2021/22. Local Government (Financial Management) Regulations 1996 section 51(2) requires the Council to submit its Annual Financial Report to the Department of Local Government within 30 days of receipt of the Auditor's report.

*Executive Recommendation*

**That the Audit Committee recommends that Council:**

Notes the findings by the Auditor General in the Auditors' Management Letter for the 2022/23 financial year.

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

*Voting Requirement*

Simple Majority

*Background*

Findings identified during the Year End Audit outlines any management or financial issues identified by the Auditor as part of the financial audit of the Bunbury-Harvey Regional Council that were not material enough to qualify the overall audit, but relevant enough to be brought to the attention of the Audit Committee.

*Council Policy Compliance*

N/A

*Legislative Compliance*

The Report to the Audit Committee is provided by the Council's Auditor as part of the Council's annual audit report completed under section 7.9(1) of the *Local Government Act 1995*.

*Officer Comments*

A new process has been established to ensure this does not occur again.

*Analysis of Financial and Budget Implications*

Nil

*Elected Member/Officer Consultation*

This matter is presented to the Committee for consideration.

**11.3. Interim Audit Management Letter for the year ending 30 June 2023**

|                                |  |                                     |                      |                                     |
|--------------------------------|--|-------------------------------------|----------------------|-------------------------------------|
| <b>Applicant / Proponent:</b>  | Internal   |                                     |                      |                                     |
| <b>Responsible Officer:</b>    | Meta Hazeldine, Finance Manager  |                                     |                      |                                     |
| <b>Executive:</b>              | Nick Edwards, Chief Executive Officer  |                                     |                      |                                     |
| <b>Authority / Discretion:</b> | Advocacy   | <input type="checkbox"/>            | Review               | <input type="checkbox"/>            |
|                                | Executive/Strategic  | <input type="checkbox"/>            | Quasi-Judicial       | <input checked="" type="checkbox"/> |
|                                | Legislative  | <input checked="" type="checkbox"/> | Information Purposes | <input checked="" type="checkbox"/> |
| <b>Attachment(s):</b>          | <b>Attachment 4</b> – Interim Management Letter for year ended 30 June 2023. |                                     |                      |                                     |

*Summary*

Following the 30 June 2023 interim financial audit, the Auditor General, has issued their Management Letter (refer to Attachment 4). The Management Letter comments on matters noted during the audit and provides recommendations to be considered.

There were two findings raised in the Management Letter. During the review of the petty cash controls, it was noted that not all invoices were being retained with the petty cash reconciliation. The second finding being the late submission of the Annual Financial Statements for 2021/22 also addressed in the Final Management Letter.

*Executive Recommendation*

**That the Audit Committee recommends that Council:**

Notes the findings by the Auditor General in the Auditors’ Management Letter for the 2022/23 financial year.

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

*Voting Requirement*

Simple Majority

*Background*

Findings identified during the Interim Audit outlines any management or financial issues identified by the Auditor as part of the financial audit of the Bunbury-Harvey Regional Council that were not material enough to qualify the overall audit, but relevant enough to be brought to the attention of the Audit Committee.

*Council Policy Compliance*

N/A

*Legislative Compliance*

The Report to the Audit Committee is provided by the Council’s Auditor as part of the Council’s annual audit report completed under section 7.9(1) of the *Local Government Act 1995*.

*Officer Comments*

All supporting invoices are now retained in the petty cash reconciliation and a new process has been established to ensure Annual Financial Statements are submitted within 30 days of receipt of the Auditor’s report.

*Analysis of Financial and Budget Implications*

Nil

*Elected Member/Officer Consultation*

This matter is presented to the Committee for consideration.

**11.4. Draft Financial Management Systems Review April 2023**

|                                |   |                                     |                      |                                     |
|--------------------------------|---|-------------------------------------|----------------------|-------------------------------------|
| <b>Applicant / Proponent:</b>  | Internal  |                                     |                      |                                     |
| <b>Responsible Officer:</b>    | Meta Hazeldine, Finance Manager                                       |                                     |                      |                                     |
| <b>Executive:</b>              | Nick Edwards, Chief Executive Officer                                 |                                     |                      |                                     |
| <b>Authority / Discretion:</b> | Advocacy  | <input type="checkbox"/>            | Review               | <input type="checkbox"/>            |
|                                | Executive/Strategic   | <input type="checkbox"/>            | Quasi-Judicial       | <input type="checkbox"/>            |
|                                | Legislative   | <input checked="" type="checkbox"/> | Information Purposes | <input checked="" type="checkbox"/> |
| <b>Attachment(s):</b>          | <b>Attachment 5 – 2023 Financial Management System Review (Draft)</b> |                                     |                      |                                     |

*Summary*

The purpose of this report is for the Audit Committee to receive the draft Financial Management Systems Review (FMSR) April 2023 prepared by AMD Chartered Accountants. Note this is a draft report subject to management comments before the final Financial Management Systems Review is delivered.

*Executive Recommendation*

That the Audit Committee recommends that Council receive the draft Financial Management Systems Review April 2023 as presented.

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

RESULT: CARRIED / LOST \_\_\_\_\_

RESOLUTION: \_\_\_\_\_

*Voting Requirement*

Simple Majority

*Strategic Relevance*

Not applicable.

*Background*

In March 2023, AMD Chartered Accountants conducted a review of the Council’s financial management systems and procedures in accordance with Regulation 5(1) of the Local Government (Financial Management) Regulations 1996.

The resulting reports have now been completed and are presented to the Audit Committee for information. A copy of this report is attached at Attachment 5.

*Council Policy Compliance*

There is no current Council Policy relevant to this item.

*Legislative Compliance*

Regulation 5(1) of the Local Government (Financial Management) Regulations 1996 outlines the Chief Executive Officer’s duties as to financial management.

*Officer Comments*

The FMSR (Attachment 5) includes recommendations to improve the Council’s internal controls following an onsite visit to the Council and a management response to each of the identified recommendations.

The following areas were reviewed as part of the FMSR:

1. Collection of money
2. Custody and security of money
3. Maintenance and security of financial records
4. Accounting for municipal or trust transactions
5. Authorisation for incurring liabilities and making payments
6. Maintenance of payroll, stock control and costing records
7. Preparation of budgets, budget reviews, accounts and reports required by the Act or the regulations.

AMD have identified the following areas of risk and recommendations in the FMSR report:

Medium Risk

1. Tender Management

Low Risk

1. Keys Register
2. Employee – Performance Appraisal
3. Excessive Leave Owing

The above-mentioned issues have been detailed in the FMSR addressing the identified areas of risk and improvement.

*Analysis of Financial and Budget Implications*

Nil

*Elected Member/Officer Consultation*

This matter is presented to the Committee for consideration.

**12. Elected Member motions of which previous notice has been given**

**13. Committee Discussion and Questions from Members**

**14. Urgent business approved by the person presiding or by decision of the Council**

**15. Confidential Business (Meeting Closed to the Public)**

**16. Next Meeting**

The next meeting is scheduled for Thursday, 23 May 2024 at the Administration Complex, Lot 45 Stanley Road, Wellesley, commencing at 4.15pm.

**17. Close of Meeting**

The Presiding Member declares meeting closed at \_\_\_\_\_