



WILSDEN PARISH COUNCIL

The Village Hall,
Wilsden,
Bradford,
BD15 0HT.
West Yorkshire.

www.wilsdenparishcouncil.gov.uk

Dear Councillors Callaghan, Dufton, Ketley and Overend,

You are summoned to attend a meeting of the Internal Audit Committee on Tuesday 26th June 2018 at 7.30p.m. in the Contact Point in the Village Hall, Wilsden.

This meeting is open to the public and should last approximately 30 minutes.

Gail Denham

Clerk

19th June 2018

AGENDA

2018/1 To elect a Chairman.

2018/2 Declaration of Interest.

- a) To receive declarations of interest from councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary interest.
- c) To grant any requests for dispensation as appropriate.

2018/3 To receive apologies and consider approving reasons for absence.

2018/4 To confirm as a correct record the minutes of the Internal Audit Committee meeting held on 26th March 2018. (attached)

2018/4 Public Representation (20 mins)

2018/5 To review and update the Term of Reference for this Committee. (attached)

2018/6 To sample a list of payments, checking for entries of VAT recording, work completed and minuted.

2018/7 To note Councillor Callaghan's verification of Bank Reconciliations. (documents available at the meeting).

**2018/8 To receive the most up-to-date Bank Statement and Financial Spreadsheet.
(documents available at meeting)**

2018/9 To hear from Councillor Allison the position regarding the application to move from Barclays Bank to Unity Bank to enable BAC payments.

**2018/10 To test the Council's Internal Financial Controls against the criteria in the documents supplied by YLCA:
Internal Audit Service Checklist (attached) and
Appendix 9 – An Approach to Internal Audit Testing (attached)**

2018/11 To set the date of the next meeting.

2018/12 Items for inclusion on next agenda

- **Standing Items.**
- **Review of financial regulations. This is to be done in conjunction with the Management and Strategic Policy Committee.**
- **Review of insurances.**
- **Review of financial Risk Assessment.**