



ISSUES ARISING REPORT FOR
Banbury Town Council
Audit for the year ended 31 March 2016

Introduction

The following matters have been raised to draw items to the attention of Banbury Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2016. This report must be presented to a full meeting of the smaller authority for review.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minute reference not entered in Section 2
 - Risk Assessment - approved at a sub committee
-

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

Minute reference not entered in Section 2

What is the issue?

A minute reference has not been entered in Section 2, to confirm the approval of the accounting statements by the smaller authority.

The statement was approved and the minute reference should be C.18/16.2 from the minutes dated 28 June 2016.

Why has this issue been raised?

The annual return has not been fully completed.

What do we recommend you do?

The smaller authority must ensure in future years that the minute reference which evidences the approvals are recorded on the annual return.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability for Local Councils in England - A Practitioners' Guide.

Risk Assessment - approved at a sub committee

What is the issue?

The smaller authority has minuted its review of the internal controls which include a review of the risk assessment during the year at a sub committee of the full smaller authority.

Why has this issue been raised?

The Accounts and Audit Regulations 2015, require the approval of a risk assessment at a full meeting and not at a sub committee of the smaller authority. Although the minutes of the sub committee were reviewed by the full smaller authority, it did not minute its acceptance of the risk assessment.

What do we recommend you do?

The smaller authority must ensure in future years that the risk assessment is reviewed by a full meeting and not a sub committee.

Further guidance on this matter can be obtained from the following source(s):

The Accounts and Audit Regulations 2015

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 27 September 2016
