
Shire of Perenjori

MINUTES

Audit Committee Meeting

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Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on 17th December 2015, commenced at 10.00 am.

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15121 PRELIMINARIES**15121.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

Cr L Butler declared the meeting open at 1.10 pm.

15121.2 RECORD OF ATTENDANCE AND APOLOGIES

Cr L Butler
Cr K Pohl
Cr L Smith
Cr J Hirsch

15121.3 CONFIRMATION OF MINUTES

Minutes from the last Audit meeting on the 20th August 2015 are attached.

Committee Resolution – Item 15111.6

Moved: Cr J Cunningham	Seconded: Cr K Pohl
That the Committee accepts the Minutes from the Audit Committee meeting of the 20th August 2015 as a true and correct record of that Meeting.	
Carried: 6/0	

15121.3 DRAFT ANNUAL REPORT 2014/2015

APPLICANT:	SHIRE OF PERENJORI
FILE:	NIL
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	ALI MILLS - CEO
RESPONSIBLE OFFICER	ALI MILLS - CEO
REPORT DATE:	17TH DECEMBER 2015
ATTACHMENTS	ANNUAL REPORT

Executive Summary

The Annual Report for the 2014/2015 financial year is presented for Council's endorsement, along with the proposed date for the annual electors meeting.

Background

An Annual Report is required to be produced every year after the audit has been completed and upon receipt of the Audit Report.

The 2014/2015 Annual Report has been prepared in accordance with Section 5.53 of the Local Government Act and includes the audited Annual Financial Report.

The Annual Report highlights the Shire of Perenjori achievements in 2014/2015. There was a delay in the finalisation of the financial reports due to the requirement to provide certified valuations for Shire Plant and equipment. This has been completed and provided to the Auditors as required.

For statutory compliance a local government must:

- If the Auditors Report is not available in time for the annual report to be accepted by 31 December, the annual report is to be accepted no later than 2 months after the auditor's report becomes available.
- Advertise the availability of the annual report
- The date of the Annual Electors Meeting is also required to be set. This meeting must be held within 56 days of acceptance of the Annual Report, which is by 12th February 2015.
- It is proposed that the annual meeting of Electors be held at 5.00 pm on Tuesday 9th February 2016 at Latham Community Centre.
- Fourteen days public notice of the meeting is also required.

The Shire is required to prepare annual financial statements by 30th September and the auditor is to prepare a report in respect of the Financial Statements by 31st December each year.

In general terms the audit demonstrated considerable improvement in internal management practices and more systematic control and accountability over the financial processes. The matters raised by the auditors are summarised below with a more detailed explanation in the Management Letter.

1. Non-compliance with internal purchasing policy
2. High annual leave accrual at year end
3. Monthly Bank Reconciliation
4. Overhead allocation
5. Tenders Register

Statutory Environment

Local Government Act 1995 Section 5.53 & 5.5.4

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership

Consultation

RSM Bird Cameron

CEO

MCDS

SFO

MIS

Comment

The annual report provides the opportunity for the Shire to summarise for the community the achievements of the Local Government and provide for the community the outcome of the annual audit.

The areas raised by the auditor needing attention have been attended to immediately with appropriate actions being implemented.

Voting Requirements – Absolute Majority

Officers Recommendation – Item 15121.3

That Council by absolute majority and by virtue of section 5.54 of the Local Government Act 1995 resolves to:

1. Adopt the 2014/2015 Annual Report for the financial period ending 30 June 2015 for the Shire of Perenjori as presented and attached; and
2. Confirm the date for the Annual Electors Meeting for Tuesday 9th February 2016 and authorise the statutory advertising.

Committee Resolution – Item 15121.3

Moved: Cr J Cunningham

Seconded: Cr J Hirsch

That Council by absolute majority and by virtue of section 5.54 of the Local Government Act 1995 resolves to:

- 1. Adopt the 2014/2015 Annual Report for the financial period ending 30 June 2015 for the Shire of Perenjori as presented and attached; and**
- 2. Confirm the date for the Annual Electors Meeting for Tuesday 9th February 2016 and authorise the statutory advertising.**

Carried: 6/0

15122 OTHER BUSINESS

15122.1 DATE OF NEXT MEETING / MEETINGS

To be advised.

15122.2 CLOSURE

Cr L Butler declared the meeting closed at 1.45 pm.