

**REPORT**

**To: Finance & Policy Committee, Warwick Town Council (WTC)**

1. **Purpose:** To report on the audit of the WTC’s processes and accounts for the period April 2023 to June 2023.
2. **Background**: Each quarter the designated Councillor should conduct an audit of WTC’s processes and accounts and report the results to the Finance & Policy Committee. Councillors Gorman and Skinner carried out the audit for Q1 (23/24) covering April 23 to June 23 on 30th October 2023 and this is the report of that audit.

1. **Report:** We carried out a transactional audit, originally choosing six items from the accounting reports issued to the Finance and Audit committee. This was covering two items (1 Expenditure, 1 Income) from each of the three months (Apr – June 2023) and followed them all through from instigation to posting. The details of each are shown below.
   1. **Item 1 April 2023: Lamit Property CCLA Investment £948.07 Cr:** On the F&P Committee on March 2022, it was agreed to invest £100k into the CCLA property fund (minute item 342). This was ratified at Full Council on 24th March 2023 (minute item 372). This was finally transferred from the Lloyds Bank account to the CCLA Property fund on 29th November 2022 (Income coming from the Higher Interest Account first, then transfer over to CCLA). This was held up due to waiting on setting up a CCLA account. A £948.07 dividend was paid from the CCLA Property account to the WTC current account on 28th April 2023. The Town Clerk has since requested CCLA pay the dividends back into to the Property fund, rather than pay into the Town’s current account. LAMIT stands for Local Authorities Mutual Investment Trust.
   2. **Item 2 May 2023: Merlin Attractions – Warwick in Bloom £1,000 Cr:** Previously Warwick Castle have provided sponsorship for ‘Warwick in Bloom’ and following discussion with the Town Clerk and the Castle’s management, they came to an agreement for a sponsorship of £1,000 again for this year’s Warwick in Bloom. Invoice GP/WIB/179 (Dated 1st April 23) sent out to Warwick Castle on 9th May 2023, once the purchase order was received. Invoice paid to WTC on 19th May 2023.
   3. **Item 3 June 2023: TIC - Cashing up £1,410 Cr:** This was the total cash taken through the till in the Visitor Information Centre in June. It was paid into WTC’s current account on 30th June 2023 under reference 501009.
   4. **Item 4 April 2023: Warwick District Council - Annual License £295.00 Dr:** This is the annual premises licence fee paid to Warwick District Council to allow the sale of alcohol and for having live music in the Courthouse. Invoice 0083280095 sent by WDC on 1st April 2023 for £295 was paid on 28th April 2023. This is a legal requirement, managed by Warwick District Council.
   5. **Item 5 May 2023: ZenZero - Migration From Azure £1,800.00 Dr:** ZenZero had originally informed WTC in 2017 that there was a requirement for Azure to be used for file storage. Following an IT cost review in January 2023, WTC obtained quotes from 2 other IT companies who advised that WTC did not need Azure. These quotes were taken to Finance and Policy in January 2023 (minute item 258), which felt that moving providers could be a big risk and asked if the quote from ZenZero could be further negotiated. George managed to negotiate a reduction in the cost away from Azure and this went back to Finance and Policy in March 2023 (item 321), which decided to stay with ZenZero based on the reduced migration cost and the other 2 quotes being similar in price to ZenZero, excluding the cost of migration away from Azure.

The invoice was sent on the 30th March and paid on 2nd May 2023.

* 1. **Item 6 June 2023: Citron Hygiene – Handryer Lease £195.95 Dr:** This is the quarterly payment to Citron Hygiene for the lease of hand dryers and for the emptying of the sanitary disposal units. It is contract number 76345 on WTC’s contracts register. Invoice CN30283713 sent by Citron Hygiene on 20th June 2023 was paid on 30th June 2023. The contract for the sanitary disposal units has been in place since February 2012 and the lease of the hand dryers was added in January 2017, when it was found to be more cost effective to lease rather than own the hand dryers.

1. **Conclusions:** 
   1. We are satisfied that all the entries we investigated had been correctly authorised and had been posted correctly.
   2. We are satisfied that all WTC’s policies involved in our audit were followed correctly.
2. **Recommendations:** Our recommendations are:
   1. The Committee to note the report.
   2. Thanks should go to George Palmer, Finance and Communications Officer for setting out the transactions detail in an excellent format and providing answers in a very timely manner.

***Cllrs Dave Skinner and Kathleen Gorman***

***2nd November 2023***

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**Response from the Town Clerk:**