



DISTRICT COUNCIL OF GRANT

AUDIT COMMITTEE

Agenda for a Meeting of the Committee to be held

On	Tuesday 26 June 2018
At	Council Chambers, 324 Commercial Street West, Mount Gambier
Commencing	5.30pm

OUR MISSION

**“To provide a range of services which meet
the environmental, social and economic
needs of our community.”**



NOTICE OF THE AUDIT COMMITTEE MEETING

Pursuant to Section 87 of the Local Government Act 1999, notice is hereby given that the meeting of the District Council of Grant Audit Committee will be held on **Tuesday 26 June 2018 at 5.30pm** at the Council Chambers, 324 Commercial Street West, Mount Gambier.

Graeme Maxwell
ACTING CHIEF EXECUTIVE OFFICER

DISTRIBUTION LIST -

COMMITTEE MEMBERS

<i>Mayor Richard Sage</i>	<i>(Presiding Member)</i>
<i>Cr Graham Slarks</i>	<i>(Council Member)</i>
<i>Cr Bruce Bain</i>	<i>(Council Member)</i>
<i>Cr Alan Hill</i>	<i>(Council Member)</i>
<i>Ms Simmonette Thompson</i>	<i>(Independent Member)</i>

COUNCIL OFFICERS

Acting Chief Executive Officer, Mr Graeme Maxwell
Deputy Chief Executive Officer, Mrs Jane Fetherstonhaugh
Senior Accountant, Mr Eion Williamson

Disclaimer

The recommendations contained in the agenda are subject to confirmation by council. The District Council of Grant warns that any person(s) who has an application lodged with council, should rely only on written confirmation of the decision made at the council meeting. No responsibility whatsoever is implied or accepted by the District Council of Grant for any act, omission, statement or intimation taking place during a council meeting.

ORDER OF BUSINESS

- 1. OPENING & WELCOME**
- 2. ATTENDANCE**
- 3. APOLOGIES FOR ABSENCE**
- 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
- 5. REPORTS FROM OFFICERS**
 - 5.1 2017-18 Interim External Audit
 - 5.2 End of Financial year Approach and Reporting Timetable
- 6. CONFIDENTIAL ITEMS**
- 7. BUSINESS WITHOUT NOTICE**
- 8. NEXT MEETING**
- 9. CLOSURE**

Attachment

End of Year Preparation

for period ending 30th June, 2018

Description:	Due Date:
Analyse Reserve Accounts and arrange transfers to reserve funds for end of year	30-Jun-18
Prepare LSL Liability Calculations (part 1)	30-Jun-18
Prepare for Stocktakes 30/6 Distribute Performa's for completion & return:	30-Jun-18
Immediately after roll over print out Rates & Debtors outstanding lists	1-Jul-18
Prepare any journals for asset revaluation & input	2-Jul-18
Suspense Accounts - Ensure they are cleared to appropriate accounts. Accrued Wages calculated and transferred	2-Jul-18
Stocktakes - do journals as required	2-Jul-18
Accrued Revenues & Expenses (including interest)	9-Jul-18
Flexi Balances- Reconcile synergy flexi balance to electronic timesheets	16-Jul-18
Employee Entitlements - complete Annual Leave Liability, LSL Liability, Accrued Wages & Flexi and prepare Employee Entitlements Spreadsheet and journals	16-Jul-18
CLOSE DEBTORS for 2016/17	16-Jul-18
Due date for Creditors invoices for 2016/17	16-Jul-18
	16-Jul-18
Rates debtors- Reconcile to GL 9000061. Transfer credits to amounts received in advance	16-Jul-18
Other debtors- Reconcile to GL 9000061. Transfer credits to amounts received in advance	16-Jul-18
Last Creditors run for 2016/17	19-Jul-18
CLOSE CREDITORS for 2016/17	20-Jul-18
Go through General Ledger- and ensure all end of year transfers are complete. Also check no negative, unusual or incorrect Inc/Exp codes	23-Jul-18
Loans and Debt- transfer new loans and Principal repayments to Balance Sheet. Transfer sporting club loans and new principle received to Balance Sheet	23-Jul-18
Transfer assets to Balance Sheet- Do asset register and balance General Ledger. Make sure all copies of invoices and printouts are filed in folder for auditors.	30-Jul-18
Ensure system balances- print out reports	30-Jul-18
Creditors- Reconcile to GL 9040020. Transfer credits to prepayments. Make sure all prior year creditors have been input into system and any outstanding orders followed up before finalising this.	30-Jul-18
Arrange journals required	30-Jul-18
Create Financial Statements in Excel	3-Aug-18
Prepare Notes for Financial Statements must be prepared ready for auditors	10-Aug-18
Auditors visit- Annual Financial Statements	13-Aug-18
Audit Committee Review Draft Financial Statements (subject to being finalised)	9-Oct-18
Council adoption	15-Oct-18
Audit sign off and issue of opinion	17-Oct-18
ABS Supplementary Data to be completed and sent to required parties with Financial Statements. Local Government Grants Commission Report to be completed and sent to required parties.	30-Nov-18

