



## **Unconfirmed Minutes of Audit and Risk Management Committee Meeting**

**3 June 2021**

### **Northern Areas Council Chambers & via Zoom**

The meeting was opened at 10.30am.

#### **1. Attendance**

**Committee:** Mayor Kathie Bowman (Chair) and Mayor Rodney Reid in person and Mr Ian McDonald via zoom and Mr Peter Ackland (10.40am) via zoom.

**In Attendance:** Legatus Group CEO Mr Simon Millcock and Finance Officer Mr Colin Davies in person

**Apology:** Mr Colin Byles

#### **2. Welcome**

Mayor Bowman welcomed Mayor Reid as the new member to the committee and to Colin Davies in his role as Finance Officer.

#### **3. Confirmation of Previous Minutes**

Motion: That the minutes of the previous Legatus Group Audit and Risk Management Committee meeting held on 19 February 2021 be taken as read and confirmed.

Moved: Ian McDonald Seconded: Mayor Rodney Reid

**CARRIED**

#### **4. Business Arising Not Otherwise on the Agenda**

##### **4.1 Financial Management Services**

The Legatus Group CEO provided a report which was noted by the committee on the appointment of CJ Davies Consulting.

##### **4.2 Review of Strategic Plan**

The Legatus Group CEO provided a report on the review.

Motion: That the Committee supports the approach being recommended in the review of the Legatus Group 2018-2028 Strategic Plan report by the Legatus Group CEO.

Moved: Mayor Rodney Reid Seconded: Ian McDonald

**CARRIED**

##### **4.3 CEO Performance Review**

The Legatus Group CEO provided a report on the process undertaken re the independent performance review of the Legatus Group CEO and the meeting noted the report.

#### 4.4 Internal Controls / Disaster Recovery

Colin Davies advised the meeting that he had been in contact with the Auditors and the following information was obtained.

- Policies recommendations for the Legatus Group consider adopting:
  - Budget Framework Policy
  - Code of Conduct for Employees
- Control Accounts that should be reconciled monthly, independently reviewed and evidence of the review be retained:
  - Bank Account
  - Aged Payables Report
  - Aged Receivables Report
  - Suspense Account
- General Journals are independently reviewed and evidence of the review is retained.
- As part of the handover of finance function, they highlight the following:
  - User Administrator Rights for Xero - and recommend reviewing all the users of XERO to ensure they are all still required.
  - Ensure the email that is used for various business functions is appropriately diverted.
  - Review user permissions for the following:
    - BankSA
    - LGFA
    - ATO

Action: Simon Millcock to draft new policies suggested for consideration by the Legatus Group.

The meeting noted that changes will commence after 1 July 2021 following the handover of the financial services to CJ Davies Consulting.

Motion: That the Legatus Group Audit and Risk Management Committee be provided access via the read only format to the financial transaction reports of the Legatus Group.

Moved: Ian McDonald Seconded: Peter Ackland

**CARRIED**

#### 5. Financial Report 20/21

The Legatus Group CEO provided a report with the agenda including (1) Budget Comparison report till 30 April 2021 (2) Profit and Loss by Job - April 2021 report (3) The Balance Sheet April 2021 and (4) Profit and Loss reports April 2021. The Legatus Group CEO provided an update on the progress of projects which have yet to commence or have variations.

Discussion held on the need for the Legatus Group to then consider adopting the variation as the budget at their meeting and Colin Davies to provide suggested wording.

Motion: That the committee notes the report.

Moved: Mayor Rodney Reid Seconded: Peter Ackland

**CARRIED**

## 6. 2021/2022 Business Plan and Budget

The Legatus Group CEO provided a report with the agenda which included the draft budget 21/22 and general discussion including the topic of membership levies and level of general reserves. The meeting noted that the AGM had traditionally been the date when levies were set but that the Board may consider the membership levy at any time.

Motions:

1. That the committee notes that the 2021/2022 Draft Business Plan and Budget were distributed in compliance with the Legatus Group Charter.
2. That the committee notes the level of reserves identified in the 2021/2022 Draft Business Plan and Budget aligns with their previous recommendations.

Moved: Ian McDonald    Seconded: Mayor Rodney Reid

**CARRIED**

## 7. Legatus Group Work Plan

The Legatus Group CEO provided a report with the agenda on the Legatus Group Work Plan.

Motion:

1. That the committee notes the work plan is up to date.

Moved: Mayor Rodney Reid    Seconded: Peter Ackland

**CARRIED**

## 8. Next meeting

Thursday 19 August 2021 10.30am Council Chambers Jamestown.

*Meeting Closed at 11.30am*

Signed as a true and correct record:

Chairman \_\_\_\_\_ Dated        /    /