



SHIRE OF WOODANILLING



Special Audit Committee
Minutes
16 April 2021

SPECIAL AUDIT COMMITTEE MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Special Meeting of the Audit Committee was requested by the Office of the Auditor General to comply with requirements for the Auditors to undertake and “Exit Interview” with presentation of the report to Audit Committee prior to finalising the 2019/20 Audit Opinion and issuing the Audited Annual Financial Statements.

The meeting was declared open at 10.30am 16 April 2021. Attendance from the Office of the Auditor General and Lincolns was by electronic means.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present:

Cr HR Thomson	Shire President	Cr M Trimming	
Cr D Douglas	Deputy Shire President		
Cr S Jefferies		Stephen Gash	Chief Executive Officer
Cr T Brown			
Ms R Venkatraman	Director, Financial Audit – Office of the Auditor General	Sue Dowson	Deputy CEO
Mr C Martain	Auditor - Lincolns		
Apologies:			
Cr P Morrell			
Mr R Harrison	Audit Principal - Lincolns		

3. AUDITORS REPORT TO AUDIT COMMITTEE

ITEM 3.1. REPORT TO AUDIT COMMITTEE

Proponent	Office of Auditor General and Lincolns (sub contracted by OAG).
Owner	
Location/Address	3316 Robinson Road Woodanilling WA 6316
Author of Report	Mr C Martain and Ms R Venkatraman
Date of Meeting	16 April 2021
Previous Reports	Nil
Disclosure of any Interest	Nil
Attachments	Report to Audit Committee for Year Ended 30 June 2020

The attached report to audit committee was received and the Auditors presented the report highlighting the scope, accounting standard changes, findings, and adverse trends that would need response from the Council.

The delays in audit completion due to the finalisation of the Financial Regulation changes, reflecting new accounting standards, were noted. In discussing the Operating Surplus Ratio the calculation methodology and exclusions were again discussed and the current review into ratios was noted.

OAG clarified the audit scope and engagement of subcontractors was under their direction and therefore the Shire responses to the Compliance Audit Return to the engagement methodology, setting of scope, and contracting by the Audit Committee may need review.

It was noted that Roads to Recovery Annual Return could only be signed off by the Office of the Auditor General but this had not been part of the contract with Lincolns and the OAG needed to obtain quotes and consider the independence and volume of contractors before awarding additional audit services.

Following the exit interview and report to Audit Committee the OAG advised they would require the signed management representation letter and then finalise the audit opinion and sign off the audited financial statements, usually within 1 to 2 weeks. After this time the Council could formally receive the Statements and Annual Report and set a date for the Annual Meeting of Electors, but would also need to respond to the Minister for Local Government formally regarding any adverse trends or significant findings.

4. CLOSURE OF MEETING

The Audit Committee Meeting was closed at 11.55am.



Shire of Woodanilling

REPORT TO THE AUDIT COMMITTEE
FOR THE YEAR ENDED 30 JUNE 2020

TABLE OF CONTENTS

1. EXECUTIVE SUMMARY	1
2. AUDIT SCOPE.....	2
3. AUDIT FOCUS	3
4. AUDIT & ACCOUNTING ISSUES.....	5
4.1 Significant Adverse Trends.....	5
4.2 Audit Report.....	5
4.3 Management Letter Findings.....	5
5. ACCOUNTING MISSTATEMENTS	5
5.1 Uncorrected Audit Misstatements	5
5.2 Corrected Audit Misstatements.....	5
6. ACTIONS / ISSUES FOR NEXT YEAR'S AUDIT.....	6
6.1 New Accounting Standards.....	6
6.2 Right of Use Assets.....	6

1. EXECUTIVE SUMMARY

Purpose	<p>This report summarises significant audit findings and matters which have come to our attention during our audit of the financial statements of the Shire of Woodanilling for the financial year ended 30 June 2020.</p> <p>This report is provided to enable the Audit Committee to clarify outstanding issues with us and discuss key audit findings. It includes only those audit matters of governance interest that have come to our attention as a result of the performance of our audit. An audit of financial statements is not designed to identify all matters that may be relevant to those charged with governance. Accordingly, the audit does not usually identify all such matters.</p>
Audit status	<p>We have completed our audit for the year ended 30 June 2020 except for:</p> <ul style="list-style-type: none">• Sign off on the financial statements▪ Receipt of signed Management Representation Letter to Lincolns▪ Process for issuing of audit opinion <p>We expect to recommend to the Office of the Auditor General an unmodified audit report after these matters are completed.</p>
Audit misstatements	<p>A list of corrected and uncorrected differences is included in Section 5. Additionally, corrected and uncorrected misstatements in presentations and disclosures are discussed in this section.</p>
Disclaimer	<p>This report is provided solely for the benefit of the Shire of Woodanilling and is not to be copied, quoted or referred to without prior written consent. The Auditor General and Lincolns accepts no responsibility to anyone other than the parties identified in the Local Government Act for the information contained in this report.</p>

2. AUDIT SCOPE

Lincolns conducted an independent audit on behalf of the Office of the Auditor General (OAG) in order to enable the Auditor General to express an opinion to the Council on the financial report of Shire of Woodanilling for the year ended 30 June 2020. Our audit was conducted in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We perform procedures to assess whether in all material respects the financial report presents fairly, in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996, a view which is consistent with our understanding of the Shire of Woodanilling's financial position and of its performance as represented by the results of its operations, changes in equity and cash flows.

Our audit procedures included;

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- evaluating the appropriateness of accounting policies and disclosures used, the reasonableness of accounting estimates

We considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures. We also undertook further evaluation of general computer controls and key approvals and review functions as result of increased remote access arising from staff working from home.

An audit is not deigned to identify all matters that may be relevant to the accountable authority and management, nor to relieve management or those in charge of governance of their responsibilities. Accordingly, this report includes only those significant matters that have come to our attention as a result of performing our audit.

3. AUDIT FOCUS

We refer to our audit plan where we identified areas for potential for increased audit risk and our planned responses in the audit.

The following presents our audit findings in these areas.

Area of Risk	Audit Outcomes
Grant Funding and Other Revenue	<ul style="list-style-type: none"> • Significant grant revenue was agreed to third party documentation. • Undertook additional analysis of new revenue allocation following implementation of AASB 15 Revenue from Contracts with Customers and AASB 1058 Income for Not For Profit Entities. This related to revenue recognition and the associated recognition of assets or liabilities from contracts with customers including bonds and contributions. Audit work undertaken reviewed a sample of bond and contributions agreements. • Risk of fraud in the revenue cycle was also considered including testing of key controls and analytical review Audit procedures undertaken rebutted the risk of fraud to an acceptable level. • We also reviewed related party transactions. The financial statements adequately disclose related party transactions for Councillors and Key Management Personnel.
Rates	<p>Audit work included the following:</p> <ul style="list-style-type: none"> • Rateable values agreed to the Valuer General rates. • We checked control procedures for the transfer of rates from Valuer General to Internal Software system. • Testing of rates notices was undertaken both on a sample basis and analytically. <p>Results supported the rate revenue and financial statement disclosures.</p>
Expenses	<p>Our audit of expenses included testing of key financial controls over the recognition of expenses, vouching significant expenses and analytical reviews.</p> <p>Expenditure as disclosed in the financial statements is materially correct.</p>
Payroll/Provisions	<p>Audit sampling tested payroll records to the following:</p> <ul style="list-style-type: none"> • Employee awards • Employee contracts • Check calculation of superannuation and tax • Check authority to deduct salary sacrifice • Check the control procedures in payroll department in line with internal policies • Our audit of provisions included reviewing the reasonableness of assumptions used to calculate annual leave and long service leave • Analytical review <p>Results of audit procedures indicate employee costs are materially correct and disclosed correctly in the financial statements.</p>

<p>Management's monitoring of the control environment</p>	<p>We reviewed council minutes for the following:</p> <ul style="list-style-type: none"> • Process for reviewing internal control procedures including evidence of periodic review of policy manual. • Management's implementation and monitoring of new control procedures. • Management's implementation and monitoring for amending current control procedures. <p>We are satisfied that management is applying effective controls and that Council are aware of the control environment.</p>
<p>Management Override of Controls</p>	<p>Audit processes were undertaken to:</p> <ul style="list-style-type: none"> • Sample test and judgementally review general journals • Understand and test the adequacy and effectiveness of division of duties • Controls testing • Substantive procedures <p>Sufficient audit evidence was obtained to support the view that controls are operating effectively.</p>
<p>Fixed Assets</p>	<ul style="list-style-type: none"> • Council did not undertake any revaluation process in the 2020 financial year • Financial statements and disclosures were amended in accordance with revised financial Management Regulation 17A and AASB 16 Leases. This primarily involved; <ul style="list-style-type: none"> ○ the reversal of any previously vested land against Asset Revaluation Reserve ○ amending the accounting policy for Property Plant and Equipment to a cost basis
<p>COVID 19 Impact</p>	<p>We have reviewed Councils assessment of the possible financial impact of Covid. The overall impact was assessed as not having a material effect on the financial statements.</p> <p>Specifically, we considered;</p> <ul style="list-style-type: none"> • Revenue and expenditure impact • Asset carrying values • Receivables

4. AUDIT & ACCOUNTING ISSUES

4.1 Significant Adverse Trends

Following Office of the Auditor General guidelines, the following significant adverse trends occurred;

- The Operating Surplus Ratio has been below the OAG threshold for all 3 years reported in the financial report.

4.2 Audit Report

The audit report will have an unqualified opinion, and the following matter of non-compliance with the Local Government Act 1995 will be reported:

- The Operating Surplus Ratio has been below the OAG threshold for all 3 years reported in the annual financial report
- Asset Renewal Funding Ratio was not reported in the 2020 financial report.

4.3 Management Letter Findings

The management letter contains the following findings and their rating:

- Asset Management and Long Term Financial Management Plan - Significant
- Review required of Bonds and Deposits held - Minor
- Completeness of June 2020 Municipal Bank Reconciliation - Minor

5. ACCOUNTING MISSTATEMENTS

5.1 Uncorrected Audit Misstatements

	Financial Statements Accounts Impacted	Statement of Financial Position Adjustment	Effect on Operating Surplus	Effect on Other Comprehensive Income	Comment
1.	Materials and Contracts Sundry Creditors ATO Liabilities	 \$15,766 \$1,576	 (\$17,342)		Additional sundry creditors identified during audit

5.2 Corrected Audit Misstatements

There are no corrected misstatements.

6. ACTIONS / ISSUES FOR NEXT YEAR'S AUDIT

6.1 New Accounting Standards

New accounting standards will have application from 1 January 2020. The Shire will adopt all new standards from 1 July 2020 resulting in changes to accounting policies. A brief discussion of the impact of these follows.

- AASB 1059 Service Concession Arrangements: Grantors
 - o This is not expected to impact the financial report.
- AASB 2018-7 Amendments to Australian Accounting Standards – Materiality
 - o Specific impacts have not been identified

6.2 Right of Use Assets

Infrastructure or buildings which were identified as being received as a result of land being vested to Council are required to be separately recognised as right of use assets in future financial statements. This also extends to significant improvements made by council to those assets.