

ISSUES ARISING REPORT FOR
North West Sea Fisheries Committee
Audit for the year ended 31 March 2011

Introduction

The following matters have been raised to draw items to the attention of North West Sea Fisheries Committee. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2011.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Risk assessment inadequate - body have only reviewed financial risks
 - Restatement of fixed assets - SB
 - Comparatives restated due to error 2010
 - Minutes
-

The following issue(s) have been raised to assist the readers of the annual return. They require no action to be taken by the body.

Restatement of fixed assets - SB

What is the issue?

The comparative figure in box 9, total fixed assets, disclosed in Section 1 of the Annual Return does not agree to the audited Annual Return for the year ended 31 March 2010. The comparative figure in box 9 was restated and we have verified this figure. This restatement does not affect the balances carried forward into 2011.

Why has this issue been raised?

This is a note for the reader of the accounts.

What do we recommend you do?

No further action required.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

Comparatives restated due to error 2010

What is the issue?

The comparative figures disclosed in Section 1 of the Annual Return do not agree to the audited Annual Return for the year ended 31 March 2010. The comparative figures for the year ended 31 March 2010 were restated because an error was identified and we have verified these revised figures. We are satisfied that the carried forward balance at 31 March 2010 is now fairly stated.

Why has this issue been raised?

This is a note for the reader of the accounts.

What do we recommend you do?

No further action required.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

The following issue(s) have been raised to assist the body. The body is recommended to take action on the following issue(s) to ensure that the body acts within its statutory and regulatory framework.

Risk assessment inadequate - body have only reviewed financial risks

What is the issue?

It was noted by the internal auditor that the risk assessment approved in the year focussed solely on financial risks of the body.

Why has this issue been raised?

A risk assessment should assess all types of risk that the body may face and not just financial risks.

What do we recommend you do?

The body should review their risk assessment at least annually and should ensure in future years that the risk assessment covers all risks faced by the body.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

Minutes

What is the issue?

The body produced printed minutes, which were submitted for audit purposes. The pages were not initialled by the person signing the minutes.

Why has this issue been raised?

This body submitted minutes for audit purposes which were not maintained in accordance with schedule 12, paragraph 41(2) of the Local Government Act 1972.

What do we recommend you do?

The body should ensure with immediate effect that if a loose leaf minute book is maintained the loose leaf pages are consecutively numbered and initialled by the person signing the minutes.

Minutes must be maintained in accordance with the Local Government Act 1972. Loose leaf minute books are lawful but the loose leaf pages must be consecutively numbered and each page must be initialled by the person signing the minutes.

Further guidance on this matter can be obtained from the following source(s):

Local Council Administration, 7th Edition, Charles Arnold-Baker, Chapter 7

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 28 September 2011
