



## HASLEMERE TOWN COUNCIL

### Finance & Audit Committee Terms of Reference

Adopted November 2016

#### **Background**

The committee exists to examine the financial and non-financial audit processes within the Council and to form working groups of interested members to review specific Council procedures and practices

The Finance & Audit Committee to meet three [3] times a year- the exception being emergencies. F&A Working Groups to meet as required, reporting to the F&A Committee who then report back to full Council with any recommendations.

To work with the Budget working group in the creation of Council's annual budget as required.

The committee will work with the Responsible Financial Officer (RFO) as required.

#### **1. Corporate Governance**

- 1.1 To consider the Council's arrangements for corporate governance and recommend necessary actions to ensure compliance with best practice.
- 1.2 To maintain an overview of the Council's Constitution in respect of contract procedure rules, Financial Regulations, Standing Orders and Codes of Conduct and Behaviour.
- 1.3 To consider the Council's compliance with its own and other published regulations, standards and controls.
- 1.4 To monitor the effective development and operation of internal control in the Council with particular reference to risk management.
- 1.5 To consider any reports published by bodies, other than the external auditor, charged with inspecting the Council's performance or arrangements for corporate governance.
- 1.6 To review any issue referred to it by the Town Clerk or any Council body.

#### **2. External scrutiny**

- 2.1 To consider whether appropriate accounting policies have been followed in the preparation of the annual statement of accounts.
- 2.2 To consider as required by Council communications from the external auditor and internal auditor.