

**NORFOLK JOINT MUSEUMS COMMITTEE  
ACCOUNTS APPROVAL & URGENT BUSINESS SUB-COMMITTEE**

**Minutes of the Meeting held on 25 September 2015 at 2.30pm in the  
Cranworth Room at County Hall, Norwich**

**Present:**

Mr D Buck  
Mr P Duigan

Mr H Humphrey  
Ms E Morgan  
Mrs E Nockolds

**Also Present:**

Mr A Thompson—Chief Internal Auditor  
Mr H Jones -- Corporate Accounting Manager  
Mr P King for Ernst and Young, External Auditors  
Mr T Shaw – Committee Officer

**1 Election of Chairman**

Resolved –

That Mr H Humphrey be elected Chairman of the Sub-Committee for the ensuing year.

(Mr H Humphrey in the Chair)

**2 Election of Vice-Chairman**

Resolved –

That Mr P Duigan be elected Vice-Chairman of the Sub-Committee for the ensuing year.

**3 Apologies**

Apologies for absence were received from Ms B Arthur and Mrs J Brociek-Coulton.

**4 Minutes**

The minutes of the previous meeting held on 26 September 2014 were confirmed by the Sub-Committee and signed by the Chairman.

**5 Declarations of Interest**

There were no declarations of interest.

**6 Urgent Business**

There were no items of urgent business.

## **7 Audit Results Report for the year ended 31 March 2015**

**7.1** The annexed report by the Executive Director of Finance was received.

**7.2** The Sub-Committee received a report from the Executive Director of Finance that introduced Ernst and Young's Audit Results Report (ISA260) for the Norfolk Joint Museums Committee for the year ended 31 March 2015.

**7.3** Mr Philip King from Ernst and Young presented the External Auditors Audit Results Report (ISA260) for the Joint Committee. In relation to the uncorrected misstatements paragraph on page 22 of the agenda, Mr King reported that since the Audit Results Report had been drafted, a "cut-off" error of just over £37,000 had been identified. Management had elected not to adjust for this error on grounds of immateriality and this course of action was considered acceptable by the auditors. The error had been brought to the attention of the Committee because it exceeded the reporting threshold of £8,000 as set out in the report.

**7.4** It was noted that the Norfolk Museums Service was not required to have a statutory audit from 2015/16 and that therefore this was likely to be the last time that the Sub-Committee met for accounts approval purposes.

### **7.5 Resolved:**

That the Sub-Committee:

1. Note the matters raised in the report and also that at paragraph 7.3 of these minutes before Ernst and Young issue their audit opinion;
2. Note that no further action is required regarding the External Auditor's report.

## **8 Annual Governance Statement 2014/15**

**8.1** The annexed report by the Executive Director of Finance was received.

**8.2** The Sub-Committee received a report that introduced the proposed Annual Governance Statement for 2014-15 and provided an assurance that the Norfolk Joint Museums Committee's governance framework, including the system of internal control, was adequate and effective.

**8.3** In reply to questions, it was pointed out that the Norfolk Museums Development Foundation Trust was one of more than 200 bodies with which the NMS worked in partnership and that this was reflected in the Committee's overall governance arrangements mentioned at page 43 of the agenda.

### **8.4 Resolved:**

That the Sub-Committee:

1. note that the Chief Internal Auditor had reviewed the effectiveness of the system of internal control, including the arrangements for the management of risk;
2. note that there were no findings from the review of the effectiveness of the system of internal control;

3. note the minor changes, requested by the External Auditor, as highlighted in Appendix A to the report;
4. agreed that the statement (at Appendix A to the report) provided sufficient assurance and approved the Annual Governance Statement and required that the Chairman of the Sub-Committee and Executive Director of Community and Environmental Services should sign off the statement;
5. Required the Executive Director of Finance to ensure that the Annual Governance Statement accompanied the Annual Statement of Accounts for the Committee.

## **9 Annual Statement of Accounts 2014/15**

**9.1** The annexed report by the Executive Director of Finance was received.

**9.2** The Sub-Committee received a report that summarised the Statement of Accounts of Norfolk Joint Museums Committee for 2014-15 which had been subject to external audit by Ernst & Young. The Interim Head of Finance anticipated that the Committee would receive an unqualified audit opinion.

**9.3** Members noted that the date mentioned on the Statement of Responsibilities at page 62 of the agenda would be changed from 25th September 2015 to 30 September 2015.

### **9.4 Resolved:**

That the Sub-Committee:

note that, following annual reviews, the system of internal control and internal audit were considered adequate and effective for the purposes of the relevant regulations;

Approve the Statement of Accounts for 2014-2015 (Appendix 2 to the report) subject to the change of date mentioned in paragraph 9.3 of these minutes.

## **10 Letter of Representation 2014/15**

**10.1** The annexed report by the Executive Director of Finance was received.

**10.2** The Sub-Committee received a report from the Executive Director of Finance that provided details of the draft Letter of Representation to the external auditors about the audit of the financial statements for 2014-15. The letter was required by the auditors before they issued their opinion and conclusion on the accounts.

**10.3** A revised Letter of Representation was tabled at the meeting to address the unadjusted error reported under item 7. Members' attention was drawn to paragraph A5 which had been amended to "We believe that the effects of the audit difference as shown in the accompanying schedule, which was identified and brought to our attention by the auditor during their current audit and pertaining to the latest period presented, is not material to the financial statements taken as a whole, and as such this difference has not been corrected in the financial statements."

### **10.4 Resolved:**

That the Sub-Committee endorse the revised Letter of Representation and authorise the Chairman of the Sub-Committee, the Chairman of the Joint

Committee and the Executive Director of Finance to sign it on behalf of the Sub-Committee.

- 10.4** At the end of the meeting, Members said they were grateful to Mr Howard Jones (Corporate Accounting Manager) and Mr Adrian Thompson (Chief Internal Auditor) for conducting the training session that preceded the meeting and to Mr Philip King from Audit Commission for taking the time to attend the meeting and introduce the External Auditors Audit Results Report for 2014-15.

The meeting concluded at 2.45pm.

## Chairman



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