

**PATROL ADJUDICATION JOINT COMMITTEE  
EXECUTIVE SUB COMMITTEE**

**REPORT FOR RESOLUTION**

**DATE:** 26th January 2010  
**SUBJECT:** Audit of Accounts 2008/09  
**REPORT OF:** The Lead Authority  
On behalf of the Advisory Board

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**PURPOSE OF REPORT**

To inform Members of the conclusion of the Audit of Accounts for 2008/09

**RECOMMENDATIONS**

It is recommended that the Joint Committee:

- [i] Notes the Audit Opinion which supplements the “Annual Report to those Charged with Governance” presented in September 2009
- [ii] Notes the contents of the Auditor’s letter of 18 December 2009
- [iii] Notes that the accounts are published on the PATROL web site [www.patrol-uk.info](http://www.patrol-uk.info)
- [iv] Approves the proposed actions to validate Joint Committee Audit Returns from Member Authorities.
- [v] Notes the position in relation to the closing and opening balances on the new bank account.

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## 1.0 INTRODUCTION

- 1.1 The external auditors, Grant Thornton UK LLP, substantially completed their audit of the 2008/09 accounts in mid September when they issued their “Annual Report to those charged with Governance” which was presented to the Joint Committee on 22 September 2009. At the end of September, the Auditors received queries relating to the advertisement of the audit and potential objections to the accounts surrounding the independence of the Joint Committee and the Traffic Penalty Tribunal and potentially unlawful PCNs.
- 1.2 Following consideration of these issues the Auditors were satisfied that they did not impact on concluding the 2008/09 audit and they issued their opinion on 30 November 2009.
- 1.3 The accounts have been published and are available on the PATROL web site at [www.patrol-uk.info](http://www.patrol-uk.info).
- 1.4 The Annual Report to those Charged with Governance made a number of recommendations in relation to the validation of Audit Returns to the Joint Committee from Member Councils. The recommendation in relation to obtaining additional assurance from the authority’s Chief Financial Officer or Internal Audit Officer will be implemented as part of the annual audit of returns for 2009/10. In addition, steps will be taken to corroborate Audit returns with other returns to central government departments. The remaining options for consideration which included spot checks and obtaining underlying system information will be discussed further with the Advisory Board at its meeting in May 2010 and its recommendations will be presented to the Joint Committee meeting in June 2010..
- 1.5 The Annual Report to those Charged with Governance made recommendations in relation to finalising the closing and opening balances in respect of the new Joint Committee Bank Account. A verbal report on progress with this will be provided at the January 2010 meeting.

## 2.0 RECOMMENDATIONS

- 2.1 Members are asked to note audit opinion issued on 30 November 2009 (attached)
- 2.2 Note the contents of the Auditor’s letter of 18 December 2009 (attached)

- 2.3 Note that the accounts are published on the PATROL web site [www.patrol-uk.info](http://www.patrol-uk.info)
- 2.4 Approve the proposed actions to validate Joint Committee Audit Returns from Member Authorities.
- 2.5 Note the position in relation to the closing and opening balances on the new bank account.

Table 1: Recommendations from the Auditors' "Annual Report to those charged with Governance" for 2008/09

1	<p><b>Validation of returns from member Councils</b></p> <p>The Joint Committee validates the accuracy of actual figures provided by member Councils by sending an 'audit certificate' to each Council listing the actual figures provided in the year. Parking Managers at each Council review this list and sign the certificate to confirm its accuracy.</p>	<p>The Joint Committee should explore the possibility of gaining further assurance over the accuracy of PCN figures to ensure that the correct levy income is received. Validation exercises could include:</p> <ul style="list-style-type: none"> <li>• spot check visits to Councils to agree figures provided to underlying system records</li> <li>• obtaining the Councils' underlying system information to support the quarterly returns</li> <li>• corroborating actual figures to information provided to other agencies (e.g. Department for Transport)</li> <li>• obtaining certification of actual figures from Councils' Chief Financial Officer or Internal Audit.</li> </ul>	Medium	<p>The Head of Service will explore these matters initially with the Advisory Board at their meeting December 2009 with a view to presenting a paper to the PATROL Adjudication Joint Committee Executive Sub Committee in January 2010.</p>	<p>The Head of Service. December 2009 and January 2010.</p>
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2	<p><b>Future accounting arrangements</b> As at 1 April 2009, the Joint Committee has transferred its accounting arrangements from the ledger at the Lead Authority, Manchester City Council, to a Quick Books ledger accounting system, which will be maintained by PATROL staff. An internal audit review of the new arrangements will be undertaken during 2009/10.</p> <p>We are aware that, to date, some opening balances have been input onto the Quick Books ledger. The Joint Committee should seek to agree all opening balances at the earliest opportunity to resolve any issues on a timely basis.</p>	<p>The Joint Committee should seek to agree and input the opening balances at the earliest opportunity to resolve any issues on a timely basis.</p>	High	<p>PATROL Officers will continue working with the PATROL Treasurer and his officers to finalise the closing and opening balances with a view to completion in time for budget monitoring to the Advisory Board in December 2009 and submission to the Joint Committee Executive Sub Committee in January 2010.</p>	<p>The Head of Service December 2009 and January 2010</p>
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