

22nd June, 2021

Grant Thornton
Fort Business Centre,
Triq l-Intornjatur, Zone 1,
Birkirkara

Dear Sirs,

We acknowledge our responsibility, on behalf of the council members, for the fair presentation of the financial statements in accordance with the requirements of the Local Council Act, 1993, the Financial regulations issued in terms of the Act and the Supplementary Financial Procedures, and for the implementation and operations of accounting and internal control systems that are designed to prevent and detect fraud and error.

We confirm, to the best of our knowledge and belief, the following representations:

2 Income

2.1.2 Due to pandemic, the Bank was not accepting coins, I guess the delay was due to this matter.

2.3.4 Invoices for income generated from LES administration fees and report 483 are both generated by Loqus and the Council has no control on these invoices.

2.5.6 The Council will make its utmost to issue invoices in the first week of the month.

2.7.8 Reason that deposit took longer is because , at that time Lands Department changed their Bank account number , and that's why it took some time to effect deposit.

2.9.10 The Council will make its utmost to record all accrued income.

2.11.12 The Council will make its utmost to record all the necessary adjustments.

3.1.2.3.4 The Council will be doing its utmost to obtain the appropriate documentation and include detailed information.

3 Expenditure

3.5.6.7 The Council use the service of Alka Ceramics since year 2000. The amount shown is not correct. We only paid Alka Ceramics two invoices amounting 477.90Eur and 424.80Eur .

Regarding manhole covers only Andrew Vassallo supply them.

Regarding hosting of live streaming, we do have quotes.

Refurbishment works in Gnien il-Gibjun - Initial works of the garden were done by MTA giving the contract to V&C Contractors Ltd. So the maintenance works had to be done by the same contractor.



KUNSILL LOKALI IŻ-ŻURRIEQ

'Centru tal-Komunità Joe Cassar'
Triq Pietru Pawl Saydon,
Żurrieq
Tel: (356) 2168 9111, 2164 2974
Email: zurrieq.lc@gov.mt
<http://www.zurrieqlocalcouncil.com>

Sindku :
Rita Grima

Viċi Sindku :
Ignatius Farrugia

Kunsillieri :
Marisa D'Amato
Kaydem Schembri
Tiffany Ann Farrugia
Joseph D' Amato
Kenneth Farrugia
Kyle Mifsud
Dino Bonnici

Segretarju Eżekuttiv :
Josianne Cilia Mumford

Regarding flags , we do have quotes.

Zammit Nurseries was the only company who could supply the amount needed. Funds were given by Local Councils' Association.

Limestone works in Hal Millieri, since Camray Ltd worked the project at Hal Millieri, maintenance works had to be done by the same contractor.

Risk Assessment – noted

3.8.9 The Council makes its utmost to obtain a VAT receipt against every payment done. If at year end , a reminder to every supplier is sent.

3.10.11 The Council will make its utmost to enter each payment in schedule of payments.

3.12.13 We reminded the Contractor several times to bring the Bank Guarantee.

3.14.15.16.17.18.19 The Council is going to inform the Insurance Company with these necessary arrangements.

3.20.21 The Landlord was advised to register rent of garage to be in line with IFRS 16.

3.22.23 The Council adhoc agreed to reimburse two personnel for utilising their personal vehicle when conducting work on behalf of the Local Council. It is a reimbursement of fuel and wear and tear of their vehicle. With regards to the Executive Secretary's fuel reimbursement , the advise was being tacked immediately.

4 Payroll

4.1.2 Kindly note that difference of 43EUR is included in FS7 as part time FSS.

4.3.4 The Council will take the auditor's advise and start including the Mayor's allowance with the Councillor's allowance.

5 Fixed Assets

5.1.2.3. This is being discussed with our Accountant.

5.4.5.6 Kindly note that the Council does include such information.

6 Cash at bank

6.1.2 The Council adjusted matter with Bank of Valletta.

6.3.4 Transfers were being approved beforehand by the Mayor and Executive Secretary by a signed document. When BOV adjusted the system, both Mayor and Executive Secretary approved transactions through the said system.

6.5.6 Kindly note that this BOV account is supposed to be closed long ago. It was opened solely for a particular Measure, which is long ago done. We will adjust matter with BOV.

6.7.8.9 We will adjust cash in hand and petty cash accordingly.



KUNSILL LOKALI IŻ-ŻURRIEQ

'Ċentru tal-Komunità Joe Cassar'
Triq Pietru Pawl Saydon,
Żurriq
Tel: (356) 2168 9111, 2164 2974
Email: zurrieq.lc@gov.mt
<http://www.zurrieqlocalcouncil.com>

Sindku :
Rita Grima

Viċi Sindku :
Ignatius Farrugia

Kunsillieri :
Marisa D'Amato
Kaydem Schembri
Tiffany Ann Farrugia
Joseph D' Amato
Kenneth Farrugia
Kyle Mifsud
Dino Bonnici

Segretarju Eżekuttiv :
Josianne Cilia Mumford

6.10.11 The Council hasn't opened a new bank account since we record third party income in a particular nominal account so as to be sure that every deposit has a payment (to the particular entity) against it.

7 Trade and other payables

7.1.2 The Council do try its utmost to obtain supplier reconciliation but most of the suppliers are not in a position to provide the Council with a statement. Nonetheless the Council will continue requesting these statements.

7.3.4 The difference is due cause the Contracts manager did not certify all amount claimed by Supplier Schembri Infrastructure.

7.5.6 The amount of 25,000Eur was never claimed by DLG and the Council used it for other projects.

7.7.8 Whilst closing the accounts the Council did not have this invoice hence an accrual was provided. However later the supplier provided the Council with an invoice dated 2020. A reallocation between the creditors and the accruals was done as suggested by the Auditors. This had no effect on the profit and loss and FSI.

7.9.10 The Council took the Auditors adjustment on board and passed the suggested journal.

8 Trade and other receivables

8.1.2.3.4 The Council will look into the matter and if any, will carry out the necessary adjustments.

9 Financial statements

9.1.2.3 The Council noted the Auditors' points and adjusted them.

10 Electronic site

10.1 The Council uploaded the quarterly financial report July – September on the 23rd October after being approved in October's Council meeting. The Council uploaded the quarterly report October – December on the 19th January 2021 after being approved during January's Council meeting.

ii. Point taken

iii. 2019 Annual administrative report was moved in the Archived Publications section by DLG.

iv. On the DLG website there is no section where to upload the management letter and the councils reply. We're informing DLG to open an appropriate section for these reports.

10.2. Point taken

10.3 On the DLG website there is no section where to upload the management letter and the councils reply. We're informing DLG to open an appropriate section for these reports.



KUNSILL LOKALI IŻ-ŻURRIEQ

'Ċentru tal-Komunità Joe Cassar'
Triq Pietru Pawl Saydon,
Żurriq

Tel: (356) 2168 9111, 2164 2974
Email: zurrieq.lc@gov.mt
<http://www.zurrieqlocalcouncil.com>

Sindku :
Rita Grima

Viċi Sindku :
Ignatius Farrugia

Kunsillieri :
Marisa D'Amato
Kaydem Schembri
Tiffany Ann Farrugia
Joseph D' Amato
Kenneth Farrugia
Kyle Mifsud
Dino Bonnici

Segretarju Eżekuttiv :
Josianne Cilia Mumford

10.4.5 Point taken

11 Meetings

11.1.2 We informed Auditors that since during audits, scans form the minutes are often needed , we bind minutes after audits are finished. So as to make audits' requirements possible.

11.3.4 Meetings that lasts more than three hours were always approved by the Councillors present. And this was also minuted.

12 Schedule of payments

The Council took note of all points regarding schedule of payments.

13 Comparison with annual budget


Point taken

The approval of this letter of representation was minuted by the council members at its meeting on 30th June, 2021.

Signed on behalf of the council,

Yours faithfully


Rita Grima
Mayor


Josianne Cilia Mumford
Executive Secretary



KUNSILL LOKALI IŻ-ŻURRIEQ

'Centru tal-Komunità Joe Cassar'
Triq Pietru Pawl Saydon,
Żurrieq

Tel: (356) 2168 9111, 2164 2974
Email: zurrieq.lc@gov.mt
<http://www.zurrieqlocalcouncil.com>

Sindku :
Rita Grima

Viċi Sindku :
Ignatius Farrugia

Kunsillieri :
Marisa D'Amato
Kaydem Schembri
Tiffany Ann Farrugia
Joseph D' Amato
Kenneth Farrugia
Kyle Mifsud
Dino Bonnici

Segretarju Eżekuttiv :
Josianne Cilia Mumford