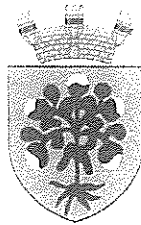


Sent on 12/6/20



KUNSILL LOKALI

LOCAL COUNCIL

BORMLA  
*Citta' Cospicua*

8<sup>th</sup> June 2020

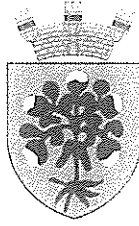
The Auditor General  
National Audit Office  
Notre Dame Revenue  
Floriana

Dear Sir/Madam,

Reference is made to the Auditor's letter dated 3<sup>rd</sup> April 2020 which the council received on the 1<sup>st</sup> of June 2020 from your office. In terms of Section P2.05B (d.02) of the Local Councils' (Audit) procedures of 2005, on behalf of the Bormla Local Council we are presenting herewith the following comments:

- 1 **Previous Management Letter**  
The points that the Auditor reported under this this heading will be replied to in each of the respective sections below.
- 2 **Opening Balances**
  - 2.1/2.2 As stated in the Auditor's report, the shortcoming was rectified following a proposed audit adjustment. We shall be ensuring that the same error will not occur in 2020.
- 3 **Income**
  - 3.1/3.2 As stated in the auditor's report, although the misstatement was investigated by both the Local Council and the auditors during the fieldwork, no explanation was forthcoming for the difference. During 2020 we shall be trying to liaise with Loqus to rectify the situation.
  - 3.3/3.4 As stated in the Auditor's report, the shortcoming was rectified following a proposed audit adjustment. We shall be ensuring that the same error will not occur in 2020.
  - 3.5/3.6/3.7 It is the Local Council's priority to deposit cash collected from general income and custodial receipts twice weekly as per Procedures. The only instances when this

J Ar



did not happen was when it was impossible to deposit due to administrative staff being on sick leave.

3.8/3.9 As stated in the Auditor's report, the shortcoming was rectified following a proposed audit adjustment. We shall be ensuring that the same error will not occur in 2020.

3.10/3.11 As stated in the Auditor's report, the shortcoming was rectified following a proposed audit adjustment. We shall be ensuring that the same error will not occur in 2020.

#### **4 Payroll**

4.1/4.2 The Auditors' recommendation has been noted. Together with the Local Council's accountant we shall be carrying out more accurate monthly reconciliations to ensure that any differences is immediately taken care of.

4.3/4.4 The Auditors' recommendation has been noted. Together with the Local Council's accountant we shall be carrying out more accurate monthly reconciliations to ensure that any differences is immediately taken care of.

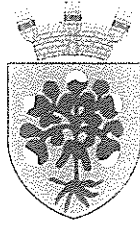
4.5.4.6 Following a recommendation an adjustment made and was included in the final set of financial statements. We shall be ensuring that issue shall not occur again in 2020.

#### **5 Expenditure**

5.1/5.2 The petty cash summary acutally includes all the mandatory details including nominal account numbers. Samples of petty cash summaries are being attached to this document (as annex 1) for ease of reference.

5.3/5.4/5.5/5.6 We acknowledge that during 2020 there was a single instance when a purchase order was not raised. As indicated in the auditor's report, the instance relates to an insurance policy of one of the Local Council's vehicles. With regards to quotations however, the local council normally requests quotations to more than three suppliers and specifies deadlines for the receipt of documents. Due to market restriction and/or negligence from suppliers, there might be circumstances when the local council receives less than three quotations. We however reiterate that this does not breach the local council's public procurement regulations or the local councils' financial procedures.

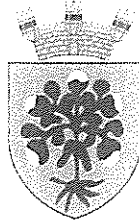
✓ OR



- 5.7/5.8 The Local Council acknowledges that the contract for street lighting maintenance is expired. However we would like to point out that legally street lighting is devoluted (in our case) to the South Eastern Region and not local councils. Nevertheless, we are in constant communication with the same region. We are informed that the region was stopped from issuing a call for tenders by the Department for local Government back in 2019 and is working on a new call for tenders which shall be published shortly.
- 5.9/5.10/5.11 The Auditors' recommendation has been noted. During 2020 we shall be reviewing the insurance policy and assuring that all the assets are correctly insured.
- 5.12/5.13 As stated in the Auditor's report, the shortcoming was rectified following a proposed audit adjustment.
- 5.14/5.15 The Local Council approved and signed the contract which was sent to Green MT to sign and send back. Unfortunately, although a number of calls were made and more than twelve e-mails sent, to date we have not received the signed contract. In this regard, the local council has no options but to wait and keep chasing Green MT for the signed contract, since there are only two schemes who operate the collection of recyclable waste, namely Green MT and GreenPAK with the latter not being interested in operating in Bormla.

## **6 Fixed assets**

- 6.1/6.2/6.3/6.4 The Auditors' recommendation has been noted. Together with the Local Council's accountant we shall be carrying out a verification exercise and correct any discrepancies.
- 6.5/6.6/6.7 During 2020 the Local Council shall carry out an exercise which shall enable us to adhere to the auditors' recommendation of having an adequate level of information pertaining to the Fixed Assets Register.
- 6.8/6.9 The issue should be resolved through the already mentioned exercise which shall be carried out in 2020.
- 6.10/6.11 As stated in the Auditor's report, the shortcoming was rectified following a proposed audit adjustment.



6.12/ 6.13 As stated in the Auditor's report, the shortcoming was rectified following a proposed audit adjustment and the asset was capitalized in the final set of financial statements.

6.14/6.15 As stated in the Auditor's report, the shortcoming was rectified following a proposed audit adjustment and the asset was capitalized in the final set of financial statements.

## **7 Trade and other receivables**

7.1/7.2/7.3 The Local Council has sent a number of official letters to Mr. Darmanin. If the latter fails to settle the amount due, the Local Council shall consider taking legal action to recover the said funds.

7.4/7.5 While we have taken note of the Auditors' recommendation and shall be chasing WasteServ Malta Ltd. for the amount due, we have no control on which invoices WasteServ Malta Ltd. records in its systems. We shall continue to chase and reconcile our balances and amount dues in order to have this matter sorted.

## **8 Bank and Cash**

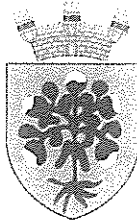
8.1/8.2 The Local Council shall investigate the issue behind stale cheque numbered BOV 6821 dated 28<sup>th</sup> August 2018. We would however like to reiterate that we have no control upon third parties and when cheques issued by the local council are cashed.

8.3/8.4 Following a recommendation an adjustment made and was included in the final set of financial statements. We shall be ensuring that issue shall not occur again in 2020.

## **9 Trade and other payables**

9.1/9.2 The Auditors' recommendation has been noted. On this issue however, it is in our opinion essential to state that the Bormla Local Council pays its supplier within thirty days from

9.3/9.4 The Auditors' recommendation has been noted. Together with the Local Council's accountant, we shall be carrying out a verification exercise with creditors and act accordingly.



9.5/9.6/9.7 Following a recommendation an adjustment made and was included in the final set of financial statements.

9.8/9.9 Following a recommendation an adjustment made and was included in the final set of financial statements. We shall be ensuring that issue shall not occur again in 2020.

9.10/9.11/9.12 Although the Local Council tries to be as accurate as possible when making provisions for accrued expenditure, there shall always be a minimum variance between the actual and the projected costs. Hence whilst acknowledging that there was a double posting for the performance bonus of an employee, the accrued expenditure for Waste Serv tipping fees was something which was beyond our control (due to the fact that we cannot preview the tonnage generated in waste by the residents).

9.13/9.14/9.15 The respective contractors were chased and repeatedly asked for the invoices. While we acknowledge that it is of utmost importance that invoices are received on time, it is needless to say that the issue is beyond our complete control.

9.16/9.17 Following a recommendation an adjustment made and was included in the final set of financial statements. We shall be ensuring that issue shall not occur again in 2020.

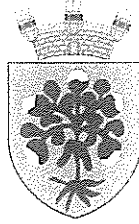
## **10 Other Creditors**

10.1/10.2 Following a recommendation an adjustment made and was included in the final set of financial statements.

## **11 Financial Statements**

11.1/11.2 The Auditors' recommendation has been noted. Together with the Local Council's accountant we shall be trying to be as accurate as possible when compiling the financial statements for the year 2020.

11.3/11.4 The Auditors' recommendation has been noted. Together with the Local Council's accountant we shall be trying to be as accurate as possible when compiling the financial statements for the year 2020.



**12 Electronic Site**

12.1/12.2 The Council tries to adhere to the procedures and instructions given by DLG with regards to the uploading of documents on the electronic site. We acknowledge that there might be instances where the documents were not uploaded in time. The administration shall be trying to put in an extra effort to assure that minutes of council meetings and other statutory documents are uploaded within the stipulated timeframes.

12.13/12.14/12.15 The Auditors' recommendation has been noted.

**13 Administration**

13.1/13.2/13.3/13.4 The Local Council did not include all the cheque numbers in the cell provided in the schedule of payments, since the expenses for payroll and salaries are grouped in order to be compliant to the General Data Protection Regulations. We shall be ensuring that an alternative solution is found. We shall also be doing our utmost to ensure that all cheques are listed in sequential orders in the schedules of payments which are approved by the local council.

**14 Grand Harbour Marina Contract**

14.1/14.2 The Local Council is still seeking legal advice on the issue. We have since last year held a number of meetings with Grand Harbour Marina and together with the Birgu and Isla Local Council since the problems seems to be similar for all localities. The issue might take a substantial amount of time to be rectified since it concerns tens of boat owners and a lot of legal matters.

**15 Specimen chart of Accounts**

15.1/15.2 The Auditors' recommendation has been noted.

Regards

Alison Zerafa Civelli  
Mayor

  
Duncan Hall  
Executive Secretary



KUNSILL LOKALI BORMLA

Skeda ta' Filasijiet mill-Petty Cash

Perjodu: Dicembru 2019

Folio / Chq	Data	Fornitur	Ammont	Deskrizzjoni	Nominal Account	Bilanc (Euro)
		<b>Opening Balance</b>	<b>€31.21</b>	<b>Opening Balance</b>		<b>€31.21</b>
		From BOV Current Account	201.79	Cash	5010	233.00
4874	02/12/2019	Nica Ltd	(5.63)	Fuel for Grass Cutter	2750	227.37
4875	03/12/2019	Wefi	(4.00)	Flush Handle	2210	223.37
4876	07/12/2019	Nica Ltd	(10.00)	Fuel for Isuzu Elf	2750	213.37
4877	09/12/2019	Convenience Shop	(6.60)	Hospitalities for Council Meeting	3340	206.77
4878	10/12/2019	Maltapost	(19.88)	Postage Stamps	2650	186.89
4879	12/12/2019	Pavia	(5.00)	Cable Ties	2210	181.89
4880	17/12/2019	KLIKK - USB Cables & USB Coupler	(17.00)	USB Cables & USB Coupler	3400	164.89
4881	17/12/2019	Antonio Piscopo Co. Ltd	(48.99)	refreshments	3340	115.90
4882	18/12/2019	Malta Police	(6.99)	Retreival of Police Report 4/G/2701/2019	3400	108.91
4883	19/12/2019	Fiona Bazaar	(5.30)	receipt books	3400	103.61
4884	20/12/2019	ESL Gross Market	(2.00)	Money Box	3400	101.61
4885	20/12/2019	Micallef Stationery	(2.50)	Money Box	3400	99.11
4886	21/12/2019	Joe Hili - Money Box	(2.50)	Money Box	3400	96.61
4887	24/12/2019	Keys & Soles	(1.30)	1 office key for clerk	3400	95.31
4888	26/12/2019	Ghajn Dwieli Service Station	(5.00)	Puncture Repair ( Isuzu Elf)	2710	90.31
4889	30/12/2019	Siggiewi Vehicle Station	(31.10)	VRT Isuzu Elf)	2710	59.21
			59.21			-

Approvati f'Seduta Nru.

11/2020 (VIII)

Data:

13/01/2020

Alison Zerafa-Civelli  
Sindku

Duncan Hall  
Segretarju Ezekuttiv

Proponent

Isem: Walter Spiteri

Sekondant

Isem: \_\_\_\_\_



KUNSILL LOKALI BORMLA

Skeda ta' Hlasijiet mill-Petty Cash

Perjodu: Frar 2020

Folio / Chq	Data	Fornitur	Ammont	Deskrizzjoni	Nominal Account	Bilanc (Euro)
		<b>Opening Balance</b>	<b>€11.17</b>	<b>Opening Balance</b>		<b>€11.17</b>
BOV4692	01/02/2020	From BOV Current Account	220.00	Cash		€ 231.17
4908	03/02/2020	Telephone Box	(3.00)	4AA Batteries	3400	€ 228.17
4909	06/02/2020	Wefi Ironmongery	(4.00)	raxketta	2210	€ 224.17
4910	11/02/2020	Call Zone	(5.00)	Top up for council's mobile phone	3400	€ 219.17
4911	11/02/2020	Wefi Ironmongery	(20.00)	Sand and cement	2210	€ 199.17
4912	12/02/2020	Gostik Mini market	(13.07)	hospitalities for council meeting	3340	€ 186.10
4913	13/02/2020	Grech & Ellul	(10.00)	Diesel Isuzu Elf	2750	€ 176.10
4914	17/02/2020	St.Catherine's Bakery	(3.94)	Sandwich Ham/Butter	3340	€ 172.16
4915	17/02/2020	Tal-Milord	(28.32)	12 il-xkora ramel	2210	€ 143.84
4916	18/02/2020	Saliba Bros Ltd.	(4.52)	10 bags ramel	2210	€ 139.32
4917	18/02/2020	Nica Ltd	(20.00)	Fuel for Isuzu Elf	2750	€ 119.32
4918	19/02/2020	Agenda Bookshop	(8.00)	Book for prizeday	3400	€ 111.32
4919	21/02/2020	Antonio Piscopo Co. Ltd	(15.40)	refreshments	3340	€ 95.92
4920	24/02/2020	Pavia Hardware Store	(8.90)	float for flushing	2210	€ 87.02
4921	24/02/2020	Lourdes Service Station	(20.00)	Diesel for Isuzu	2750	€ 67.02
4922	27/02/2020	BOV	(9.90)	Safe Deposit Bags	3400	€ 57.12
4923	28/02/2020	Sultan Bazaar	(1.00)	Newspaper	3400	€ 56.12
4924	29/02/2020	Fiona Bazaar	(4.96)	Detergents	2220	€ 51.16
			51.16			

Approvati f'Seduta Nru. 14/2020 (VIII)

Data: 16/03/2020

Alison Zerafa Civelli

Duncan Hall  
Segretariju Ezekuttiv

Proponent

Isem: MARCO AGIUS

Sekondant

Isem: MARCO AGIUS



Tuesday, June 2, 2020 at 1:07:18 PM Central European Summer Time

**Subject:** RE: KUNTRATT GĦAT-TISWIJA TA' DAWL TAT-TOROQ  
**Date:** Wednesday, 19 February 2020 at 17:05:53 Central European Standard Time  
**From:** Galea Antonella at Local Councils  
**To:** Cospicua Local Council at Local Councils  
**CC:** PRESIDENT REGJUN XLOKK, natix666@yahoo.co.uk  
**Attachments:** image001.jpg

Noted with thanks

Regards

Antonella

***Antonella Galea***  
***Executive Secretary***



SOUTH EAST REGION

97, St Mary Street  
Hal Tarxien. TXN 1708  
T. 27040492

**From:** Gatt Ramona at Local Councils <ramona.gatt@gov.mt> **On Behalf Of** Cospicua Local Council at Local Councils  
**Sent:** 19 February 2020 09:18  
**To:** Galea Antonella at Local Councils <antonella.galea@gov.mt>  
**Cc:** Cospicua Local Council at Local Councils <bormla.lc@gov.mt>  
**Subject:** RE: KUNTRATT GĦAT-TISWIJA TA' DAWL TAT-TOROQ

Għażiża Antonella,

Ninfurmak li fis-seduta tal-Kunsill ta' nhar it-Tnejn 17 ta' Frar, kien hemm qbil li l-Kunsill Lokali ta' Bormla jissieheb fit-tender reġjonali għat-tiswija tad-dawl tat-toroq.

Inselli għalik,

Ramona  
Għal Duncan Hall  
Segretarju Eżekuttiv

Kunsill Lokali Bormla  
2A, The Rest  
Pjazza Santa Margerita  
Bormla BML 1202  
Tel: 21663030; 21665337

**From:** Galea Antonella at Local Councils <antonella.galea@gov.mt>  
**Sent:** Tuesday, 4 February 2020 19:07  
**To:** Regjun Xlokk at Local Councils <regjun-xlokk.dlg@gov.mt>; Valletta Local Council at Local Councils

<valletta.lc@gov.mt>; Birgu Local Council at Local Councils <birgu.lc@gov.mt>; Isla Local Council at Local Councils <isla.lc@gov.mt>; Cospicua Local Council at Local Councils <bormla.lc@gov.mt>; Zabbar Local Council at Local Councils <zabbar.lc@gov.mt>; Zejtun Local Council at Local Councils <zejtun.lc@gov.mt>; Fgura Local Council at Local Councils <fgura.lc@gov.mt>; Floriana Local Council at Local Councils <floriana.lc@gov.mt>; Kalkara Local Council at Local Councils <kalkara.lc@gov.mt>; Marsa Local Council at Local Councils <marsa.lc@gov.mt>; Marsaskala Local Council at Local Councils <marsaskala.lc@gov.mt>; Marsaxlokk Local Council at Local Councils <marsaxlokk.lc@gov.mt>; Paola Local Council at Local Councils <paola.lc@gov.mt>; Tarxien Local Council at Local Councils <tarxien.lc@gov.mt>; Xghajra Local Council at Local Councils <xghajra.lc@gov.mt>

Cc: Regjun Xlokk at Local Councils <regjun-xlokk.dlg@gov.mt>

Subject: KUNTRATT GĦAT-TISWIJA TA' DAWL TAT-TOROQ

Importance: High

Għall-Attenzjoni tas-Sinjuri Sindki, Viċi Sindki u/jew Kunsillieri  
*Rappreżentanti tal-Kunsilli Lokali fir-Regjun Xlokk*

Sinjuri,

Riferenza qegħda ssir għas-sugġett f'hawn fuq.

Hekk kif ġejtu nfurmati mill-President fl-aññar laqgħa tar-Regjun Xlokk, il-kuntratt attwali li kien inħareġ b'mod reġjonali għat-tiswija tad-dawl tat-toroq issa skada. Bħalma tafu wkoll dan l-uffiċċju kien diġa qed jaħdem fuq it-tender il-ġdid pero d-Dipartiment Gvern Lokali kien waqqafna sabiex ma jinħargux tenders mir-Regjuni f'isem il-Kunsilli Lokali u dan sakemm ma tgħaddi r-riforma. Issa pero nistgħu nipproċedu b'mod reġjonali u għalhekk il-proċess reġa ġie rijattivat.

Spjegalkom ukoll il-President li għalkemm dan it-tender ser jinħareġ b'mod Reġjonali, dawk il-Kunsilli Lokali li jaċċettaw li jissieħbu ser ikunu direttament reponsabbli għall-ħlasijiet mal-kuntrattur ladarba dan ikun intgħażel kif ukoll fejn jidhlu rapporti ta' ħsar ta' bozzoz, talbiet għal bozzoz ġodda, eċċetra, eċċetra.

L-għan ta' tender reġjonali huwa sabiex kemm jista jkun nippruvaw ngibu prezzijiet aktar vantaġġjuzi peress li kuntrattur prospettiv ser ikollu x'jaqsam ma' numru ta' lokalitajiet flok belt jew raħal individwalment.



Għaldaqstant qed nitolbu lill-Kunsilli Lokali membri sabiex jekk jogħġbokom tikkonfermaw sa mhux aktar tard minn nhar it-Tlieta 11 ta' Frar 2020 jekk il-Kunsill Lokali tagħkom huwiex interessat li jissieħeb jew le f'dan it-tender reġjonali.

Sadanittant għal dawk li ser jissieħbu u jixtiequ li fit-tender ikun hemm xi rikjesti/specifications nitlobkom tgħadduhomna wkoll minnufih.

Nistenna mingħandkom, sadanittant niringrazzjakom ħafna u nsellmilkom

Antonella

**Antonella Galea**  
**Executive Secretary**



Hal Tarxien. TXN 1708  
T. 27040492

P.S.

*Il-Kunsilli Lokali KALKARA u ISLA diġa bgħatu jikkonfermaw u tiegħet nota ta' dan għaldaqstant m'hemmx għalfejn jerġgħu jibgħatu sakemm wiegħed m'għandux xi proposta u/jew speċifikazzjoni partikoli għat-tender.*

Grazzi

*002*