

NOTES FOR AGAR SECTION 1

ANNUAL GOVERNANCE STATEMENT

Steps taken to comply with sections 1 – 9

		Agreed		'Yes' means that this authority:
		Yes	No*	
1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<p>Prepared its accounting statements in accordance with the Accounts and Audit Regulations:</p> <ul style="list-style-type: none"> <li>i) The budget is prepared and approved in good time to set the precept</li> <li>ii) The budget is monitored during the year</li> <li>iii) Accounts papers are presented to Council on a monthly basis</li> <li>iv) Bank reconciliation statements for all bank accounts, corporate card and petty cash are checked and signed by 2 Councillors on a monthly basis</li> <li>v) RBS are employed to complete the year end process/closedown. This provides an annual health check on the accounts</li> </ul>
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<p>Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge:</p> <ul style="list-style-type: none"> <li>i) Standing Orders and Financial Regulations are in place, reviewed regularly and adhered to</li> <li>ii) Orders are completed by the relevant staff members, within the prescribed authorities set out in Financial Regs.</li> <li>iii) All orders are signed off by the Town Clerk or RFO</li> <li>iv) Invoices are processed and signed off by the Town Clerk</li> <li>v) All cheques are signed by 2 Councillors, on a monthly rota, after authorisation at Town Council.</li> <li>vi) Each month 2 Councillors sign off the bank reconciliations after cross referencing with the bank statements for all bank accounts, corporate card and petty cash.</li> </ul>
3.	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<p>Has only done what it has the legal power to do and has complied with Proper Practices in doing so:</p> <ul style="list-style-type: none"> <li>i) The Town Council has the General Power of Competence</li> <li>ii) The Town Council are members of SALC &amp; NALC – Advice is sought if unsure on any aspect of regulations and proper practices</li> </ul>

4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts: i) Electors Rights are advertised; notice boards and website.
5.	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		Considered and documented the financial and other risks it faces and dealt with them properly: i) Management & Financial Risk Assessment Register is adopted at Town Council ii) Insurance cover in place: Zurich & DAS Legal Expenses
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority: i) Internal Audits undertaken
7.	We took appropriate action on all matters raised in reports from internal and external audit.		Responded to matters brought to its attention by internal and external audit: i) Internal and External Audit reports are presented to Town Council when received ii) Corrective action is taken if needed
8.	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.		Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant: i) Consideration is given during the budget setting process
9.	(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.		N/A Has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.