

MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 24 May 2021

Agenda Item: PCO25/21

Date of Report: 20 May 2021

The following table sets out the annual governance statements, criteria for ticking yes, and evidence for Cllrs to consider when deliberating.

Governance Statement	Ticking 'Yes' Means this authority:	Evidence
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Prepared its accounting statements in accordance with the Accounts and Audit Regulations.	<ul style="list-style-type: none"> Accounting statements prepared on income and expenditure basis. Bank Reconciliations, expenditure reports, approvals list presented to Council regularly. RFO gives advice regularly.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	<ul style="list-style-type: none"> Insurance provision for employee dishonesty. Member appointed to verify bank reconciliations Triple signatory authority in place for electronic transactions Office staff are not signatories pre-paid debit cards used
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.	Has only done what it has the legal power to do and has complied with Proper Practices in doing so.	<ul style="list-style-type: none"> Powers identified when making grants. Financial regs and standing orders stipulate spending authority limits. Declarations of acceptance and register of interests up to date and audited Clerk reports on LGA powers
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	<ul style="list-style-type: none"> Audit notices properly displayed. Finance reports published on website. Public address agenda item at Full PC meetings
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	<ul style="list-style-type: none"> Risk management policy produced and adopted following internal audit advice. Financial risk assessment in place. RA's updated regularly. <input type="checkbox"/> All risk related docs and policies on website

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.	<ul style="list-style-type: none"> • Internal auditor appointed, visits twice yearly. • Internal auditor recommendations monitored by external auditor
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.	<ul style="list-style-type: none"> • Comprehensive audit of PC's asset register now complete. • . • Declarations and registers 100% compliant • Minute book compliance complete • PWLB figures restated. <input type="checkbox"/> • Maintenance contracts in place
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.	<ul style="list-style-type: none"> • Income and expenditure reports published regularly. • Approvals list presented, published and approved in line with Accounts and Audit regs. • Accounting statements produced, signed and presented to Council for approval
9. Not applicable to Melbourn PC		