

HASSOCKS PARISH COUNCIL

To: Council

Date: 30 June 2020

Contact for this report: Parish Clerk

Subject: **Item 6.2** Annual Governance Statement for year ended 31 March 2020

1. Hassocks Parish Council (HPC) is responsible for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. It must demonstrate that the following accounting statements are in place for the year ended 31 March 2020.

<p>1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</p>	<p>HPC has prepared its accounting statements in accordance with the Accounts and Audit Regulations.</p> <p>At each full Council meeting members consider and approve monthly expenditure:</p> <p>Under the transparency agenda all expenditure transactions are listed approved and signed by the Chairman.</p> <p>A monthly current account bank reconciliation is considered and approved by the Chairman at the monthly meeting.</p> <p>A quarterly bank reconciliation is carried out for each of the three savings accounts and signed by the Chairman at Council Meetings.</p>
<p>2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p>	<p>HPC has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</p>
<p>3. We took all reasonable steps to assure ourselves that there are no matters of actual potential non-compliance with laws, regulations and proper practises</p>	<p>HPC has only done what it has the legal power to do so and has complied with the proper practises in doing so.</p>

<p>that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.</p>	<p>Standing Orders and Financial Regulations are adhered to and are kept under review.</p>
<p>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.</p>	<p>During the year, HPC has given all persons interested the opportunity to inspect and ask questions about the authority's accounts.</p> <p>HPC displays relevant documents on the village notice boards and in the Parish Council's front window.</p>
<p>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 when required.</p>	<p>HPC has considered the financial and other risks it faces and has dealt with them properly.</p> <p>An annual risk assessment is written and reviewed.</p>
<p>6. We maintained throughout the year an adequate effective system of internal audit of the accounting records and control systems.</p>	<p>HPC has 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 the Council.</p> <p>An Internal Auditor was appointed and will undertake two visits a year to review accounts and procedures as a minimum.</p>
<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>HPC has responded to any matters brought to its attention by internal and external audit.</p>
<p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or</p>	<p>HPC disclosed everything it should have about its business activity during the year</p>

<p>after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.</p>	<p>including events taking place after the year-end if relevant.</p> <p>There were none</p>
<p>9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharge are accountability responsibilities for the fund(s)/assets, including financial reporting and if required, independent examination or audit.</p>	<p>HPC has met all of its responsibilities where it is a sole managing trustee of a local trust.</p>

2. **OFFICER RECOMMENDATION** Members are recommended to approve this Annual Governance Statement for year ended 31 March 2020.

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Hassocks Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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.	Yes	No	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.hassocks-pc.gov.uk

