

NUTHURST PARISH COUNCIL - ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018/19 - EXPLANATION

	'Yes' means that this smaller authority:	
1. We have put in place arrangements for effective 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>	Propose YES Use a manual cash book to record transactions (debits/credits), monthly bank reconciliation signed by a signatory, list of payments recorded at monthly meeting and signed by two authorised signatories, member (not an authorised signatory) appointed to check the records quarterly. Quarterly budget/expenditure reviews carried out by Finance Committee. Annual budget meeting in November.
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>	Propose YES Put in place and operate four levels of control <ol style="list-style-type: none"> 1. Accounts Reconciliation by councillor 2. Three signatories for spending and transfer from Nat West Deposit Account. 3. Three signatories for Cheque / Chap payments 4. Monthly list Invoices presented and approved by full PC
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 significant financial effect on the ability of this smaller 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>	Propose YES Adopted the NALC financial regulations Members Code of Conduct based on NALC version. Any Declarations of Interest recorded in meeting minutes 3 clear days' notice given of meetings All policies are reviewed and maintained on an annual basis.
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 the authority's accounts.</i>	Propose YES The Period of Exercise of Public Rights was from 18th June – 19th July 2018. Information will be posted on noticeboards and the website

<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 where required.</p>	<p><i>considered the financial and other risks it faces and has dealt with them properly.</i></p>	<p>Propose YES Council had in place standard local authority insurance with Zurich Ltd, Regular Financial Review against Budget and Actual by Finance Committee Risk management document /process in place, carried out assessment using template document in October 2018.</p>
<p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>	<p><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></p>	<p>Propose YES Employed and instructed independent, Professional Auditor to carry out end of year Internal Audits of financial management procedures, management policies, Year End Accounts and Regulatory responsibilities. Audit results positive with no matters requiring action.</p>
<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p><i>responded to matters brought to its attention by internal and external audit.</i></p>	<p>Propose YES Internal Auditor 2017/18 Financial Regulations updated in May 2018 (when NALC updated version issued) If required, locum to cover Clerk will be financed from External Auditor 2018/19 No comment/suggestion</p>
<p>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.</p>	<p><i>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</i></p>	<p>Propose YES RPC has insurance cover for Public Liability. Weekly visual site inspections of the playground area and village green. Monthly physical site inspection of the playground area and Annual RoSPA inspection. Corrective action implemented from maintenance budgets. No events occurred</p>
<p>9. 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.</p>	<p><i>na</i></p>	<p>NA</p>

