



107 Morris Drive
 Billingshurst
 West Sussex
 RH14 9ST
 Telephone 01403 784985
 Mobile 07584 308 408
 Email: clerk@nuthurst-pc.co.uk
 Web: www.nuthurstparishcouncil.co.uk

NUTHURST PARISH COUNCIL ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2020/21

NUTHURST PARISH COUNCIL - ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2020/21 - 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 RBS a tried and tested financial accounting system which is designed for local authorities. Trained RFO in RBS system and support with help desk facility. Regular budget and expenditure reviews carried out during the year as well as presenting Detailed Receipts and Payments by Budget Heading at monthly Full Council meetings and approved to be noted.
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 transfer from Savings Account 3. Three signatories for Cheque payments 4. Monthly list of payments to be made presented at Full Council meeting and approved

<p>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</p>	<p><i>has only done what it has the legal power to do and has complied with proper practices in doing so.</i></p>	<p>Propose YES Adopted the NALC financial regulations. 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.</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><i>during the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.</i></p>	<p>Propose YES The Period of Exercise of Public Rights was from 12th June – 23rd July 2020. Information was posted on noticeboards and the website</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 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 has in place standard local authority insurance with Came & Co. Regular Financial Review against Budget by Full Council.</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, qualified Auditor to carry out and report one Internal Audit of NPC (end of year) Financial management procedures, Management Policies, Year End Accounts and Regulatory responsibilities are being met. External & Internal Auditors report had no recommendations.</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 No recommendations.</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 Financial income/expenditure is part of monthly meetings and is published on Nuthurst Parish Councils website. NPCC has insurance cover for Public Liability. Weekly site inspections and monthly report on playground areas and village green. Annual RoSPA inspections of the playgrounds. Corrective action implemented from maintenance budgets. No events occurred.</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.	NA	Propose NA
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