

DALHAM PARISH COUNCIL
Annual Governance Statement 2021/22

Statement	Y/N	Evidence	Minute reference
<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>Yes</p>	<ul style="list-style-type: none"> • RFO manages Parish Council's Financial affairs. • Budget prepared November 2020 and precept set. Budget review at six month point and at yearend. • Bank reconciliations completed monthly, checked by a councillor and presented to Council at every meeting • Receipts and payments made since the last meeting presented at every meeting. • Scribe accounting software used for day-to-day accounts. • Reserves reviewed annually 	<p style="text-align: right;">186/8f 183/8f 189/9f 194/8h</p> <p style="text-align: right;">194/8h</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>Yes</p>	<ul style="list-style-type: none"> • Financial Regulations and Standing Orders in place and reviewed annually. • Robust internal control procedures in place and reviewed annually. • Changes to bank mandates approved at meetings and minuted • Clerk's salary approved and reviewed at meetings. Confidential cashbook detailing clerk's salary and deductions reviewed annually. • VAT payments included in accounts and reclaimed annually. • Fixed assets checked and reviewed annually. 	<p style="text-align: right;">178/10a & b</p> <p style="text-align: right;">195/8m</p> <p style="text-align: right;">186/8g</p> <p style="text-align: right;">194/8i</p>

		<ul style="list-style-type: none"> • Review of effectiveness of Council's internal controls and internal audit carried out annually. 	195/8i
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.	Yes <ul style="list-style-type: none"> • Payments are approved at meetings with appropriate power detailed in payment list. • GPC/S137 payments recorded in accounts. • Audit information prepared in line with regulations and proper practices • Financial information is published on the Parish Council's website in line with the requirements of the Transparency Code 2015. 	dalham.onesuffolk.net
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.	Yes <ul style="list-style-type: none"> • Audit information is published on the Parish Council's 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.	Yes <ul style="list-style-type: none"> • Risk assessment in place, which is reviewed annually, and any necessary action taken • Insurance cover is reviewed annually. 	195/8j 194/8i
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes <p>Internal audit carried out annually along with a review of the effectiveness of the internal audit.</p>	195/8i
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Yes <p>Any matters brought to the Council's attention by the internal or external auditor are discussed at the next meeting and an action plan produced if necessary.</p>	
8.	We considered whether any litigation, liabilities or commitments, events or	Yes <p>The Council reviews its budget and accounts annually. Any events which</p>	186/8f 183/8f 189/9f

	<p>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>have impacted on the Council's finances are discussed.</p>	<p>194/8h</p>
9.	<p>(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.</p>	<p>Yes</p>	<p>N/A The Council is not a sole managing trustee.</p>	