

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

KEMBLE & EWEN 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 2018, 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	N/A	<i>has met all of its responsibilities where 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. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

16 c i

MINUTE REFERENCE



Chairman

dated

15/06/2018

Clerk

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

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

www.kemble.co.uk

AUTHORITY WEBSITE ADDRESS

Kemble and Ewen Parish Council (KEPC)

Explanation Item 7 – Annual Governance Statement 2017/18

Item Raised	Agreed Actions	Actions Taken	Outstanding Action
<p>D. Budgetary controls Unable to demonstrate an adequate process of ongoing budgetary control within the council</p>	<p>-Budget sheet to be inserted and recorded in minutes when next year's budget is approved. - comparison of actual income and expenses to budget is currently monitored regularly by RFO and one of the councillors. To be reviewed by whole council quarterly from June 2017.</p>	<p>-Budget sheet for 2018/19 inserted & recorded in minutes - comparison of actual income/expenses to budget is currently monitored regularly by RFO and one of the councillors. Reviewed by whole council bi-annually.</p>	<p>Budget to be reviewed by whole council quarterly.</p>
<p>Bank Reconciliations during the year The internal auditor noted that the Clerk does the calculations but that these have not been evidenced to the Parish Council.</p>	<p>Bank reconciliation statement to be presented to the Parish Council at least quarterly. Introduced June 2017.</p>	<p>Bank reconciliation statements presented to Parish Council at each meeting.</p>	<p>None</p>