

# Whixall Parish Council

## Financial Regulations Review April 2021

Responsible Financial Officer (RFO)- Amanda Roberts

### Annual governance statement check- Annual Governance and Accountability Return

<b>Governance statement</b>	<b>Agreed – Yes or No</b>	<b>Comments on review- evidence to back up agreement with statement Yes means that...</b>
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	<p><b>We prepared accounting statements in accordance with The Accounts and Audit Regulations</b></p> <p>We have detailed accounts: monthly balance records/ quarterly expenditure records/ receipt records/ bank statements/ bank reconciliation. The bank statements are presented at each council meeting to ensure that the balance matches the balance record.</p>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	<p><b>The council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge...</b></p> <ul style="list-style-type: none"> <li>• RFO provides monthly balance sheets and expenditure reports to all Councillors.</li> <li>• The Council has moved to online banking and its Financial Regulations have been updated accordingly.</li> <li>• A minimum of two Councillors must authorise any payments.</li> <li>• All Councillors issued with copy of 'Good Councillors Guide'; Councillors are aware of their responsibilities to monitor financial transactions.</li> <li>• RFO provides advice on expenditure and powers to spend.</li> <li>• The RFO presents bank statements alongside monthly balance sheets and these are signed by a Councillor to confirm their reconciliation.</li> </ul>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	Yes	<p><b>The council has only done what it has the legal power to do and has complied with proper practices in doing so...</b></p> <ul style="list-style-type: none"> <li>• To our knowledge we have only spent money on things that we have a legal power to do so and conformed to code of practice.</li> <li>• Codes of Practice are reissued annually, in May.</li> <li>• NALC legal topic note re: s. 137 reissued annually in May.</li> <li>• The legal authority (the Act) to spend are noted in minutes and on expenditure report.</li> <li>• Transparency code for smaller Authorities is issued to all councillors.</li> </ul>
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	<p><b>The council, during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts...</b></p> <ul style="list-style-type: none"> <li>• Posters are displayed in council notice boards as per instruction/ advice attached to Annual Return.</li> </ul>



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