

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Hallow 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 2021, 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, as a body corporate, 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 and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

04/05/2021

and recorded as minute reference:

04/05/2021 86

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

Chairman

WEBSITE COPY REQUIRED

Clerk

SIGNATURES REDACTED

ENTER PUBLIC URL OF ACCOUNTING STATEMENTS PAGE ADDRESS <https://www.hallowpc.co.uk/>

Hallow Parish Council

Explanatory note accompanying

Section 1 - Annual Governance Statement 2020/21

Section 4 - Proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Answer – No

We note our failure to comply with Regulation 15 of the Accounts and Audit Regulation 2015 and failed to make proper provision for exercise of public rights in 2020/2021. We note that we must ensure that all audit paperwork must be completed inspected and approved in the correct order before the start of the period for the exercise of public rights. NB. The Clerk must sign and date 'Section 2 - Accounting Statements' before presenting to the parish council for approval. Also, 'Section 1 – Annual Governance Statement' must be signed off by the parish council before 'Section 2- Accounting Statements'. All must occur before date of commencement of public rights.

We also note that the correct information must be published on our website and parish noticeboard.

We consider that we have taken appropriate action on all matters raised in the internal and external audits and we have taken the following steps to ensure compliance in the year 2021/2022:

- The internal timescales for completion of the audit have been adjusted to properly allow for reflection and approval in correct order and proper provision for the exercise of public rights.
- Approval date of the audit is before the start date of public rights.
- Correct information has been published on the parish council website and noticeboards.

It should be noted that the internal audit certificate signature is dated 07/05/2021. The parish council reviewed procedures, conducted annual risk assessments, accepted the report of the emergency acting Clerk and signed off the 2020-2021 accounts and audit on 04/05/2021. However, the internal auditor's findings and conclusions were made available to the council via email two weeks BEFORE the parish council meeting on the 4th May. The internal audit report was therefore integral to the annual review of internal control as is best practice.

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