

Annual Governance Statement 2023-2024

Explanation for all Statements to which the Response is ‘No’

REVIEW OF 2023-2024 AND ACTION PLAN FOR 2024-2025

MID-TERM REVIEW – 31st OCTOBER 2024

<p>Statement</p> <p>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for</p>	<p>Internal Auditor Review and Recommendation 2023-2024</p> <p>Payments are itemised in the minutes and authorisation confirmed. Cashbook payments are referenced to the minutes. There was inconsistent recording of VAT in the cashbook early in the year, with only one item tying up to the 1/1/23-30/6/23 VAT claim form. A claim for 30/6/23 to 31/3/24 was being prepared at the time of audit. A sample of transactions were agreed to/from invoices.</p> <p>VAT on invoices should be recorded in the cashbook consistently to ensure all VAT is reclaimed.</p>	
	<p>Parish Council Action 2024-2025</p> <p>To ensure that all transactions are electronically recorded, together with all documents relating to the Parish Council, to ensure a thorough audit trail.</p> <p>[The VAT period 1/1/23-30/6/23 was before the appointment of the current clerk]</p>	<p>Action Met</p> <p>Yes/No</p>
<p>Statement</p> <p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>Internal Auditor Review and Recommendation 2023-2024</p> <p>The risk assessment document states that it was last reviewed in 2018. A comprehensive insurance policy covers key assets, employer, libel and slander, and public liability insurance of £10m, which seems an adequate level of cover. A review of the minutes did show some assessments of risk are sought/made, re specific events/assets, and did not identify any unusual activity by the council.</p> <p>A comprehensive review of the risk register should be undertaken.</p>	
	<p>Parish Council Action 2024-2025</p> <p>A comprehensive review of the risk register will be undertaken on an annual basis, commencing May 2024. This will be Minuted.</p> <p>[Risk and risk assessments have been considered annually since 2018 but there have been no changes. Any new activities, such as the footpaths initiative, were risk assessed separately at the time.]</p>	<p>Action Met</p> <p>Yes/No</p>
<p>Statement</p> <p>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was</p>	<p>Internal Auditor Review and Recommendation 2023-2024</p> <p>Changes to the precept for the coming year were discussed and approved in the minutes. Grants received were also noted in the minutes. It was noted that receipts in the cashbook are not referenced to the minutes. Two low value receipts, early in the year, could not be backed up by documentation. It was therefore impossible to know if these</p>	

appropriately accounted for	<p>should be treated as income, or netted off an original expense.</p> <p>All income should be easily identifiable and referenced in the cashbook to any supporting documentation. Anonymous donations should be recorded as such.</p>	
	Parish Council Action 2024-2025	Action Met
	<p>All transactions, whether they are income or expenditure will continue to be reported to the Parish Council and included in the Minutes.</p> <p>Any anonymous donations, will be recorded as 'anonymous'.</p>	Yes/No
Statement	Internal Auditor Review and Recommendation 2023-2024	
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<p>Most of the information required by the Transparency code for smaller authorities is available on the website.</p> <p>Although the current year requires Form 3, Form 2 does require the publication of the Certificate of exemption, not a statement re this. Ensure all necessary documents are available going forward Please review all requirements under the code, and make the additional disclosures going forward.</p>	
	Parish Council Action 2024-2025	Action Met
	The 2023-2024 audit is not exempt, and does not meet the criteria of requiring an Exemption Certificate. The Clerk however, will ensure that all documents that must be published, are placed on the website.	Yes/No