

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

SUTTON WESTCOTE PARISH COUNCIL

Enter name of smaller authority here:

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	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 smaller authority to conduct its business or on its finances.	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.	5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	7. We took appropriate action on all matters raised in reports from internal and external audit.	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 smaller authority and, where appropriate have included them in the accounting statements.	9. (For local councils only) Trust funds including charitable, discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Agreed		
									Yes	No*	NA
prepared its accounting statements in accordance with the Accounts and Audit Regulations.	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	has only done what it has the legal power to do and has complied with proper practices in doing so.	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	considered the financial and other risks it faces and has dealt with them properly.	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.	responded to matters brought to its attention by internal and external audit.	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.			

This annual governance statement is approved by this smaller authority on:

10/05/2017

and recorded as minute reference:

11-3

Clerk:

J. Webster

Signed by Chair at meeting where approval is given:

M. J. Webb

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.