

## **Hindolveston Parish Council**

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Annual Return to the External Auditors

### **Section 2 - Annual governance statement as at May 2017**

How the Parish Council fulfils its obligations

1. prepare account statements:
  - a. Receipts and Payments account,
  - b. Totals transferred to annual accounts summary
  - c. Regular reconciliation with bank statements
2. internal control:
  - a. financial statement presented at every meeting
  - b. totals confirmed with bank statements
  - c. all payments approved at meetings
  - d. all cheques require two signatories (Parish Councillors)
  - e. cheque stubs are initialled by the signatories
  - f. annual check by a parish councillor
3. reasonable steps to avoid non-compliance
  - a. Clerk has CiLCA qualification and relevant updates
  - b. Training of Clerk and councillors updated as required
  - c. Advice from Norfolk Association of Local Councils, Society of Local Council Clerks, and District and County Councils as necessary
4. exercise of electors' rights
  - a. notices published on notice boards as required
  - b. all meetings open to the public and agenda placed on notice boards three clear days before meetings
5. Assessment of risks and appropriate steps to management risks
  - a. Risk management document (including the measures stated above) regularly reviewed
  - b. Insurance policy
6. Internal auditor appointed
7. Respond to reports from internal and external auditors as required
8. Liabilities and business activities disclosed
9. The Parish Council is not a sole managing trustee.