

Section 1 – Annual Governance Statement 2024/25

Statements for External Auditor under Section 1., for any Assertion where Council have answered NO.

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<p>The Council have answered 'NO' to this.</p> <p>All decisions were made with full knowledge of payments to be made but accept that these decisions were not correctly recorded in the minutes of some meetings.</p> <p>The weakness has been addressed by the employment of a new Clerk/RFO. They have brought all the finances for 2024/2025 onto an Excel spreadsheet to provide clear records and provide monthly reconciliations of finances. This will continue through 2025/2026 and will be recorded correctly in all future minutes.</p>
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<p>The Council have answered 'NO' to this.</p> <p>All decisions were made with full knowledge of payments to be made but accept that these decisions were not correctly recorded in the minutes of some meetings.</p> <p>The weakness has been addressed by the employment of a new Clerk/RFO and they now provide clear documentation to show each invoice to be paid and brings all invoices for inspection and will be recorded correctly in all future minutes.</p>
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.	<p>The Council have answered 'NO' to this.</p> <p>The weakness has been addressed by the employment of a new Clerk/RFO and with a new Internal Auditor will ensure this is undertaken, going forward.</p>
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<p>The Council have answered 'NO' to this.</p> <p>The weakness has been addressed by the employment of a new Clerk/RFO and with a new Internal Auditor.</p> <p>Both Clerk/RFO and Internal Auditor have highlighted areas where Council need to improve and Council have made strides to update Standing Orders, Financial Regulations and more robust checking of invoices etc.</p> <p>The new Clerk/RFO brought all the finances for 2024/2025 onto an Excel spreadsheet to provide clear records and provide monthly reconciliations of finances.</p>

Supporting statements as agreed at meeting held 23 June 2025, Minute Ref: 26.d. page 9-2025/2026.

Signed: 

Cllr Copsey, Chair to Potterhanworth Parish Council.