

Hadstock Parish Council has a responsibility for conducting an annual review of the effectiveness of the system of internal control which will include a review of the internal audit. The council have adopted a **Policy Statement of Internal Control** which identifies all matters concerning the use of public funds within the control of the Parish Council.

The Council:

The Council has made and will keep under review Financial Regulations and includes within its Standing Orders particular provisions relating to contracts.

- The Council has appointed an Internal Auditor
- The Council has approved the annual budget
- The Council has approved and demanded the precept from Uttlesford District Council
- Decisions of the Council have been made in accordance with Standing Orders and Financial regulations.
- The Council have noted the monthly finance report which include bank reconciliation showing payments /receipts through the bank account and expenditure against budget.
- The council have approved the payment schedule as verified and presented to the council each month by RFO/Clerk.

The Clerk / RFO:

- has checked and authorised payments prior to their presentation for approval by the Council and subsequent signing of cheques in accordance with the approved financial procedures.
- will submit all the required/requested information to the internal and external auditor by the required dates. Arranged May 2024 for the IA and by 30 June 2024 for EA
- will arrange for all public notices to be displayed on the Village notice board and website. particularly related to the Annual Governance Statement and public rights to inspect Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
- has accounted for VAT and s137 payments accordingly. A VAT reclaim of £374.57 for the period ending 31 March 2024 has been submitted to HMRC and awaiting refund to the bank account of the Parish Council

Internal Auditor:

The Council have appointed an independent Internal Auditor; of Cleartax. The Internal audit was arranged with the Clerk and will be carried out in May 2024. The Internal audit will form part of the Annual Governance and Accountability Return to be agreed at the Annual Parish Council meeting 30 May 2024.

External Audit:

Hadstock Parish Council have an income/expenditure below £25000 and will claim exemption from External Audit however it is required to complete the Annual Governance and Accountability Return display the notice of public rights and associated documents

Annual Review resolved by Hadstock Parish Council on 25 April 2024

Chairman

Clerk /RFO