

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. Approved 27 **June 2024 RESOLVED 24/06/13a for the IA and completion of AGAR will by 30 June 2025 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. For 2023/24 they were Monday 24 June 2024 to Friday 02 August 2024 inclusive, being 30 working days **NOTED 24/05/16e**
- has accounted for VAT and s137 payments accordingly. A VAT reclaim of £2,175.51 for the period ending 31 March 2025 [at 17 February 2025] will be submitted to HMRC and will await confirmation of refund to the bank account of the Parish Council

#### **Internal Auditor:**

The Council have appointed an independent Internal Auditor for 2024/25; The Internal audit will be arranged with the Clerk and will be carried out in May /June 2025. The Internal audit will form part of the Annual Governance and Accountability Return.

#### **External Audit:**

Hadstock Parish Council had an income/expenditure below £25000 in previous years and use to claim exemption from External Audit. HPC was required to complete the Annual Governance and Accountability Return to display together with the notice of public rights and associated documents. For 2024/25 as the income/expenditure will be of over £25000 the documents will be completed and issued in the same way but also sent to the External Auditor PJK Littlejohn for review.

Annual Review resolved by Hadstock Parish Council on 27 March 2025

Chairman .....

Clerk /RFO .....