

Dinton Parish Council

Annual Governance Statement 2021/22

Explanations for Responses and Action Plan

<u>Governance Statement</u>	<u>Explanation</u>	<u>Action</u>
<p>1. We have put in place arrangements for effective financial management during the year, and the preparation of the accounting statements.</p>	<p>No – Based on the findings of the Internal Auditor we conclude that: No sound system of financial management in place, some payments, including by BACS, were made with no clear minuted authorisation. No adopted internal control procedure for electronic payments or up to date adopted Financial Regulations in place, no effective management of risk and no risk assessments in place.</p>	<p>Dinton Parish Council has adopted new model Financial Regulations and Internal Control Procedures in May 2022. Financial Risk Assessment adopted in June 2022. Risk assessment of assets to be carried out once new Council members in place.</p> <p>(Financial management being carried out currently by Locum Clerk/RFO. Dinton Parish Council became inquorate in April 2022 with resignation of all previous Cllrs – currently Wiltshire County Cllrs are in place, under Order s91 of LGA 1972, to run the Council with the aid of Locum Clerk/RFO until election/co-option of new Cllrs and recruitment of permanent Clerk/RFO.)</p>
<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>	<p>No - Based on the findings of the Internal Auditor we conclude that: No adopted Internal Control Procedure in place. No adopted Financial Risk Assessment in place. No up to date Financial Regulations in place.</p>	<p>Internal Control Procedures and model Financial Regulations were adopted by Dinton Parish Council in May 2022. Financial Risk Assessment adopted by Dinton Parish Council in June 2022. Risk assessments for Council assets to be drafted and adopted when new Council members in place.</p>
<p>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</p>	<p>No – Based on the findings of the Internal Auditor we conclude that: Dinton Parish Council does not meet Local Government Transparency Code legislation</p>	<p>Documents for 21-22 will be published on website. Previous years' AGARs to be uploaded to website as soon as possible. New Clerk/RFO to be recruited when new Council members in</p>

<p>Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.</p>	<p>- required documents have not been published on the website. Dinton Parish Council does not appear to be registered with HMRC as an Employer or with Pension Regulator. VAT reclaims to be investigated.</p>	<p>place and Council to outsource to a payroll services provider to ensure correct registration with HMRC as employer and pension regulator. VAT reclaim for 2021-22 has been submitted and reclaimed. Previous years VAT reclaims to be investigated and claimed if possible. (See attached full Internal Audit report and approved action plan).</p>
<p>4. We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</p>	<p>No – Based on the findings of the Internal Auditor we conclude that: No clear evidence that the Notice of Public Rights and publication of unaudited accounts were published on the authority's website and noticeboards during 2021 for the AGAR 2020-21.</p>	<p>Proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations will be provided for 2021-22 and all required documents will be published on the authority's website.</p>
<p>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<p>No – Based on the findings of the Internal Auditor we conclude that: No risk assessments documents in place and no evidence of risk assessment taking place, either financial or for assets or activities. No internal control procedures in place. Insurance policy was in place.</p>	<p>Financial Risk Assessment adopted in June 2022 and published. Internal Control Procedures and model Financial Regulations adopted in May 2022 and published. A risk assessment of assets will be carried out once new Council in place. Insurance cover has been reviewed and new insurance policy taken out.</p>
<p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>	<p>No – Based on the findings of the Internal Auditor we conclude that: Internal audit part of the 2020-21 AGAR completed and signed (attached copy) with no matters raised – no separate internal audit report found for 2020-21. Internal audit for 2021-22 has raised several issues (see attached full internal audit report).</p>	<p>New Internal Auditor engaged for 2021-22 – raised several issues (see separate report). Report presented to Council in May 2022 and action plan approved (see attached).</p>
<p>7. We took appropriate action on all matters raised in</p>	<p>Yes – No matters raised.</p>	

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 authority and, where appropriate, have included them in the accounting statements.	Yes	

28 June 2022