

TEIGNGRACE PARISH COUNCIL

	Yes	No	Actions taken
1. We have put in place arrangements for effective financial management during the year, and for preparation of the accounting system	<input checked="" type="checkbox"/>		Accounts have been prepared according to the Accounts and Audit Regulations. Council reviews its financial transactions every two months. An annual internal audit has been undertaken.
2. We maintain an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	<input checked="" type="checkbox"/>		Internal controls are in place. An RFO has been appointed. Number of transactions are minimal.
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 practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	<input checked="" type="checkbox"/>		All Council activities and expenditure have been delivered through the powers and duties held by Local Councils and the relevant statutory provision.
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.	<input checked="" type="checkbox"/>		All Council meetings are open to the public. Members of the public are encouraged to attend Council meetings and there is an opportunity to ask questions on all aspects of Council business. All agendas are published in full on the Council's website. The Parish Council publishes its financial transactions on the website.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required	<input checked="" type="checkbox"/>		Insurance cover was reviewed and updated in 2015. A risk assessment is in place
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems	<input checked="" type="checkbox"/>		Internal audit carried out annually.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		All actions highlighted by the external audit have now been addressed.
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 smaller	<input checked="" type="checkbox"/>		Council has had no insurance claims during the year.

authority and, where appropriate have included them in the accounting statement			
9. The Town Council is not sole manager of any Trust Funds	<input checked="" type="checkbox"/>		Not applicable.

8. Approval of Statement

8.1 This statement is to be approved by the Full Council on xxx when authority was granted for the Chair and Clerk to the Council to sign.

Chair

Parish Clerk

On behalf of Teigngrace Parish Council