

## HEBDEN PARISH COUNCIL GOVERNANCE AND ACCOUNTABILITY

Hebden Parish Council is applying for exemption and to sign the Certificate of Exemption to be sent to PJK

The total yearly income for 2020 and 2021 is less than £25,000.

It will be agreed at a meeting on 19<sup>th</sup> May 2021 (after 31/03/21) as noted in the guide notes)

There are two new Councillors, Cllr Ferguson and Cllr Sykes. The Clerk has not changed.

### Internal controls

The records have been updated at every Council Meeting.

All payments are supported by invoices and VAT records were kept and balanced with the Cash Book.

All significant expenditure was discussed by the Councillors and if necessary quotes from suppliers are requested.

There is an annual discussion of the precept requirements and the Clerk prepares a Cash Flow for the year ahead with an adequate budgetary process.

Rents are invoiced ahead of time and the money received banked and recorded. The VAT on the shooting rights is shown and listed in the year end VAT Return.

Any cash payments for wayleaves and rent is receipted, numbered, and paid into the bank with its reference.

There is no petty cash.

There are no cash payments. All payments are made by cheque.

The Clerk is paid a salary and this is disclosed to HMRC.

She does not sign this cheque. Two Cllrs sign this and any expenses owed. A Cllr initials the cheque stub to ensure it matches the cheque.

The Asset register is updated every year with the new street lights being added. Other assets have been added that the Council has owned for many years but not previously listed. (eg The bus shelter and the Standard Garth woodland).

The Clerk regularly checks the bank statement with her running balance records. There is a bank reconciliation at year end. Any known outstanding invoices for the year are noted and any payments owed to the council by rpa or other body also noted.

The Cash Book has all expenses invoices entered and given a reference and all income is also listed with a reference. The VAT is recorded in the Cash Book and for extra accounting security a separate VAT spreadsheet is maintained.

The Clerk prepares a year end summary which compares the present year with the past.

This and the bank reconciliation is shown to the Councillors and signed off as correct by the Chairman and the Clerk.

At that meeting the Internal Auditors comments are again read out and checked that appropriate changes have been made.

The Cllrs considered if there was any likely litigation or liabilities and to date have found none.

The Council has no loans or investments.

The Agenda and Minutes showing all income and expenditure is posted on the village website for every meeting. There is an Annual Meeting of the electorate when they can raise any concerns.

The Clerk writes a Newsletter every winter which gives a simplified receipts and payments for the year and news of what the Council has undertaken that year. This is published by email. Printed copies are displayed in the telephone box for all residents without computer access.

The Annual Governance Statement 2019/20 and the Accounting Statement have been prepared and will be acknowledged by the Councillors on 24th April 2020 and signed by the Chairman and Clerk.