

Hemsby Parish Council: Annual Internal Audit Report 2017/18

Supporting Statement to the responses given to the Annual Governance Statement 2017/18

1. I took up the role of Clerk and Responsible Financial Officer on 1st January 2018. I can safely confirm the proper preparation and completion of accounts from that date to the end of the financial year. I have, to the best of my ability and the records made available to me, created accounts 1 April 2017 to 31 Dec 2017. I received financial information and bank statements from the Hemsby Playing Field Management Committee after the end of the financial year and incorporated these accounts into the year-end figures.
2. It has not been possible to verify the figures for previous VAT returns from the information I have been given, as not all the documentation has been made available. I have been unable to verify the correct control was in place with the accounts of the Hemsby Playing Field Management Committee due to the limited information available to me.
3. It was understood that the outgoing clerk would complete an audit as at 31 Dec 2017. However, on speaking to this auditor, no instructions had been given. Hemsby Parish Council appointed a new internal auditor from 1 Jan 2018 and has undertaken three internal audits since February 2018. It has taken note of the reports from the internal auditor and has put into place the recommendations from the reports produced.
4. At the recommendation of the internal auditor, the Norfolk Association for Local Council model standing orders and financial regulations were adopted and put into force 19 March 2018. A Statement of Internal Control, as recommended by the auditor, is expected to be approved at the Council's June Meeting. Further policy updates are expected to be implemented throughout 2018. The arrangement with the Playing Field Management Committee is currently being regularised.



18th June 2018

Elaine Galer

Parish Clerk and Responsible Financial Officer

Hemsby Parish Council