

Wortham & Burgate Parish Council

In support of Section 1 - Annual Governance Statement 2025/26 'No' responses

1	<i>We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements</i>
	The Council noted on 17 March 2026 that, following the handover to the new Clerk/RFO, it had come to light that no Financial Accounts for the year 2025/26 had been prepared in readiness for submission for an Internal or External Audit. The accounts have now been recreated and undergone an internal audit (24th April 2026)
2	<i>We maintained an adequate system on internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness</i>
	During the year 2025/26 the Clerk/RFO in post provided financial reports to Council meetings, including balances held at bank but no evidence could be located of completed Bank Reconciliations being presented to Council (See item 4.1 of the detailed Internal Audit Report) Bank Reconciliations will now be presented to Council on a regular basis.
4	<i>We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts and Audit Regulations</i>
	No exercise of public rights was published as no Internal Audit had been carried out. The Accounts were recreated, an Internal Audit carried out and the Notice of Public Rights for 2024/2025 were published on 22nd April 2026. All appropriate paperwork was submitted to PKF Littlejohn on 22nd April 2026 following the Parish Council meeting on 21st April 2026.
5	<i>We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction on internal controls and/or external insurance cover where appropriate</i>
	External Insurance cover was in place, however, the Risk Management and Internal Control Statement had not been approved for 2025/26. These have now been approved by Council on 21st April 2026 for the forthcoming year.
6	<i>We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems</i>
	No Internal Audit had been actioned by the previous Clerk, despite assurances being given that one had taken place. Numerous requests were made by the Chair and the Finance Committee for sight of a report. The accounts were recreated by the new clerk and an Internal Audit has taken place.
7	<i>We took appropriate action on all matters raised in reports from internal and external audit</i>
	No Internal Audit had been carried out since 2022/23. Accounts have been recreated by the Parish Clerk now in post once it was apparent that no submissions had been made. The accounts for 2024/25 were submitted to PKF Littlejohn on 22nd April 2026.
8	<i>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</i>
	The current Clerk/RFO undertook the completion of the Accounts using all available information and data held and obtained from published information on the Council's website. The Internal

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