


## North Cotes Parish Council Financial Control Statement

This statement is read and approved at least once in each financial year to satisfy the financial controls necessary for the proper and efficient handling of all financial procedures and processes operated for and on behalf of North Cotes Parish Council

1. Safeguards are in place to ensure the safety of all public monies and resources within the control of the council in that all the income for the council is minuted and recorded. All expenditure is also likewise minuted and approved at a meeting prior to any cheque being raised for the said amount. All cheques must have two signatories (who must both be councillors and have completed the necessary bank mandate forms). These signatories will be reviewed regularly and updated with the bank as necessary.
2. All income and expenditure is discussed as necessary and as arises at the next meeting throughout the financial year.
3. As a small council with an income of less than £10,000 per annum it is not thought prudent or necessary for any other form of payment method other than cheque e.g. BACS therefore ensuring a strict control on all monies. PAYE and NI payments are not made by the council as the clerk is employed on a self employed basis and therefore responsible for their own tax returns.
5. The council's insurance policy covers for any fraudulent mis-use of the said monies and resources by the council's financial officer (clerk).
6. North Cotes Parish Council has no Trust Funds or properties such as cemeteries for which it is responsible.
7. The War Memorial and two bus shelters as listed in the asset register are covered by the above insurance policy.
8. Any matters raised by either the internal or external audit will be raised at the next full council meeting and discussed for any necessary action required.
9. A full financial report will be presented at the first Council meeting after the year-end for inspection and approval of the council before submission for external audit. The financial report will be advertised as available for inspection by the public for the required period of time as laid down by the external auditors.
10. We believe that North Cotes Parish Council has followed all the correct procedures to ensure there are no non-compliances with laws that could have a detrimental effect on the Council's finances.

Signed and approved by the full council at the meeting held on Monday 13<sup>th</sup> March 2017.

  
A HICKS