

**What the council have to do**

- 1 We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.
- 2 We maintained an adequate system of internal control including measures designed to prevent and detect fraud corruption and reviewed its effectiveness.
- 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 effect on the ability of this smaller authority to conduct its business or on its finances.
- 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.
- 5 We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- 7 We took appropriate action on all matters raised in reports from internal and external audit.
- 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 B9 authority and, where appropriate have included them in the accounting statements.
- 9 Trusts funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds/assets including financial reporting and, if required independent examination or audit.

**What this means**

We have prepared our accounting statements in accordance with the Accounts and Audit Regulations.

We have made proper arrangements and accepted responsibility for the safeguarding the public money and resources in our charge.

We have only done what it has the legal power to do and has complied with proper practices in doing so.

During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.

Considered the financial and other risks it faces and has dealt with them properly.

Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

Responded to matters brought to its attention by internal and external audit.

Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

The Council has met all its responsibilities where it is a sole managing trustee of a local trust/s

**How have we achieved it**

Reference to "Governance and Accountability for Local Councils" Internal and external audit ensure compliance.

A Review of the Effectiveness of Internal Control is carried out by Finance Committee each year (Minute ref. 656/23 January 2018).

Reference to Standing orders, Financial regulations and accessing professional services as required (legal, accounting, specialist)

Display of "exercise of electors rights" on notice board and website in line with statutory requirements. Notice given on 19th June for 3 July - 11 August 2017 (128/17 20th June 2017 Finance)

Risk assessment prepared and reviewed by Finance Committee each year (Minute ref 862/17 20th March 2018). Insurance Review (Minute ref. 127/17 June 2017)

Appointment of registered auditor by tender process to provide internal audit services throughout the year (including interim visit) (Minute ref. 96/16 June 2016 and appt 435/15 Sept 2015)

Management responses to internal audit report made prior to approval of report by Finance/Full Council. (Minute ref 59/17 May 2017) External audit report reported to Council (Minute ref 379/17 26th Sept 2017)

Review of year end commitments takes place during year end accounts preparation. Any contingencies are accrued for (for example contingent legal costs provision re Market Place put to reserves)

GWS accounts are audited by independent registered auditors. For complete independence the auditors of GWS are not the same as TTC's auditors