

Wortham & Burgate Parish Council

In support of Section 1 - Annual Governance Statement 2024/25 '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 the Financial Accounts for the year 2024/25 remained outstanding and had not been finalised. The External Auditor, PKF Littlejohn, had been approached and the options available were to complete the outstanding accounts for 2024/25 or for PKF Littlejohn to issue a Public Interest Report in respect of the non-compliance. In the interests of transparency and to avoid reputational damage, the Council agreed to complete the accounts for 2024/25 and PKF Littlejohn to be informed of the Council's decision (see the detailed Internal Audit Report dated 30 March 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 2024/25 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 12 of the detailed Internal Audit Report).
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 have now been recreated, an Internal Audit has taken place and the Notice of Public Rights will be published once accounts are approved by the Parish Council.
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 was carried out by the previous Clerk, albeit assurances were given that one had taken place. Numerous requests were made by the Chair and the Finance Committee for sight of a report. Accounts have been recreated by the new clerk and an Internal Audit has now 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, albeit it had been minuted that the AGAR had been circulated and approved in June 2024 (for 2023/24) At present, the Parish Council are unsure of the submission made to PKF Littlejohn as 2023/24 remains 'open', subject to publishing 'Notice of Public Rights' This is now published on the website with a closing date of 27th 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 Auditor visited the Clerk/RFO on Monday 30 March 2026 to assist completion of the 2024/25 AGAR, the Internal Audit Annual Report within the document and the detailed Internal Audit Report (attached to this Annual Return).