

## Abingdon-on-Thames Town Council

### Council Meeting

30<sup>th</sup> June 2021

### Agenda item 10: Report of the Deputy Town Clerk / RFO Annual Governance Statement 2020/21

#### Purpose of this report

- Presentation of the Annual Governance Statement for approval.

#### Introduction

Under the Accounts and Audit Regulations the Council is required to approve its annual return for the previous financial year, by 30<sup>th</sup> June. Section 1 of the Annual Return is the Annual Governance Statement (see **Appendix A**).

The Annual Governance Statement must be completed and approved by the members before the approval of section 2 of the Annual Return. This approval cannot be delegated by the Council to any other sub-group (such as the Urgency Committee) and must be approved at an in-person meeting by the Council.

#### How the Council ensures there is a sound system of internal control

The RFO is responsible for ensuring that adequate controls are in place throughout the year to provide assurance that the above considerations are met. The controls in place include budgetary reports, monthly bank reconciliations and segregation of duties. Despite the working from home arrangements for most of 2020-21, these controls have remained in place. This has been verified by the Internal Auditor, as reported at agenda item 9.

#### Decisions

It is **recommended** that the Council answer Yes to questions 1 to 8 (question 9 is not applicable to this Council) and that the Statement is **approved** and signed by the Chair and Town Clerk.

Susan Whipp  
Deputy Town Clerk/ Responsible Financial Officer  
22<sup>nd</sup> June 2021