

EVIDENCE OF ASSERTIONS 2021-22 BEXHILL-ON-SEA TOWN COUNCIL

Assertion 1 – Financial Management and preparation of accounting statements

- a) Budgeting – the council prepared and a budget in a timely manner before setting precept. The F&GP committee undertakes a financial appraisal prior to significant or long term projects
- b) RFO – appointed Clerk as RFO in accordance with s151 of the Local Government Act 1972 and the RFO maintains accounts presented to the F&GP committee regularly
- c) Bank Reconciliation – reviewed by the F&GP Committee regularly
- d) Investments – the council does not have an investment policy, this is on the list of policies to be created by the F&GP Committee
- e) Statement of Accounts – accounts are presented to the F&GP Committee monthly
- f) Reserves – The council does not have a general reserves policy, this is on the list of policies to be created by the F&GP Committee

Assertion 2 – Internal Control

- a) The council reviewed and adopted Standing Orders and Financial Regulations at it's AGM in May 2022
- b) The council's risk assessment addresses the policies in place for arrangements to safeguard public money
- c) The council has reviewed its internal control procedures at its meeting in June 2022
- d) The council operates a 'two signatories' policy for payments
- e) There have been no changes to banking during the year
- f) The council does not operate a corporate credit card
- g) The council has approved the bank mandate
- h) There are no members of staff directly accountable for money
- i) Employment – remuneration approved by the council with a full list of payments presented to F&GP committee chairman and two signatories monthly
- j) VAT – the council is not VAT registered and will reclaim VAT annually
- k) Fixed Assets – The council reviewed its assets and locations/management at the AGM in May 2022
- l) The council has reviewed the effectiveness of internal control at the June meeting prior to the AGAR

Assertion 3 – Compliance with laws, regulations, and proper practices

- a) The council has acted within its powers
- b) General Power of Competence – adopted in May 2021
- c) Regulations and Proper Practices – policies to be drawn up in F&GP policy review
- d) Actions during the year – the council has not acted outside of laws during the year

Assertion 4 – Exercise of Public Rights

- a) This is the first time the council has produced an AGAR and therefore did not have a requirement of public rights in 2021-22

Assertion 5 – Risk Management

- a) Identifying and assessing risks – the council has completed a risk assessment on each project plan/new project.
- b) Addressing risks – the council has recorded mitigated actions required in the risk assessment for review to ensure identified risks are covered.

Assertion 6 – Internal Audit

- a) The council's first internal audit took place on 7th June 2022
- b) The clerk facilitated the information required

Assertion 7 – Reports from Auditors

- a) As this is the first audit of the council there are no matters raised.

Assertion 8 – Significant Events

- a) There have been several code of conduct complaints received by RDC concerning the conduct of members of the council and councillors have raised internal complaints. This may have future litigation or financial implications on the council and this has been reviewed in the council's risk assessment

Assertion 9 – Trust Funds

This is not applicable to Bexhill-on-Sea Town Council