

**Sir George Staunton Country Park Joint Management Committee**

**16 June 2011**

**Item 6**

**Annual Governance Statement**

**Report of the Treasurer**

Contact: Mike Walls Tel: 01962 847102; email: [mike.walls@hants.gov.uk](mailto:mike.walls@hants.gov.uk)

**1 Introduction**

- 1.1 The Committee is aware that the Audit Commission has required the Park to submit an annual return summarising its financial activities. Part of the return includes an Annual Governance Statement which assures the Audit Commission that the financial affairs of the Park are conducted properly.
- 1.2 The Annual Governance Statement for the 2010/11 financial year is attached at Appendix A.
- 1.3 Appendix B contains some explanatory notes to show how the Park complies with the requirements of the Governance statement.
- 1.4 The Committee is requested to approve the statements, so that they can be signed off and returned to the Audit Commission.

**RECOMMENDATIONS**

1. The Annual Governance Statement for 2010/11 is approved and signed off.

**Section 2 – Annual governance statement**

We acknowledge as the members of **SICC Limited** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2011, that:

	Agreed – Yes or No	'Yes' means that the body:
1 We have approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes	prepared its accounting statements in the way prescribed by law.
2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge;
3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	Yes	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We have carried out an assessment of the risks facing the body and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	considered the financial and other risks it faces and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	Yes	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 the body.
7 We have taken appropriate action on all matters raised in reports from internal and external audit.	Yes	responded to matters brought to its attention by internal and external audit.
8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	Yes	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

X **MINUTE REFERENCE**

X dated **DD/MM/YYYY**

Signed by:

Chair **SIGNATURE REQUIRED**

dated **DD/MM/YYYY**

Signed by:

Clerk **SIGNATURE REQUIRED**

dated **DD/MM/YYYY**



## SIR GEORGE STAUNTON COUNTRY PARK

Annual Governance Statement

1. The accounts are prepared in the same way as all Hampshire County Council (HCC) accounts in accordance with the Code of Practice. HCC has been rated as “excellent” by the Audit Commission.
2. The HCC financial systems and procedures ensure segregation of duties, financial limits of responsibility. This, together with the regularity audits, facilitates the prevention of fraud as well as its detection.
3. The officers are kept informed of changes in the law and regulations (through a variety of groups and forums) which could have an effect on the running of the Park or its finances. The Park has not acted outside its legal powers.
4. A “Notice of Appointment of Date for the Exercise of Electors’ Rights” is displayed in the Park shop in July each year, inviting anyone to arrange a time to inspect the accounts between specific dates (usually 20 working days).
5. The Park management team discuss and assess all risks at their regular meetings, and decide upon a course of action. The Park is covered by HCC’s self-insurance scheme. The Park also benefits from regular advice visits and inspections by the Culture, Communities and Rural Affairs (CCRA) Health & Safety team. Financial risk is covered by the CCRA Devolved Finance Unit (DFU) and by the HCC Audit Sections regularity audits (every two years) and systems audits.
6. The Park’s finances are conducted by the Park staff. The CCRA DFU continually oversee the financial systems and procedures and ensure that the Financial Rules and Regulations are in place and adhered to. The Park is on the List of CCRA Healthcheck sites. In addition, the HCC Audit Section conduct regularity audits every two years, and systems audits every three to five years.
7. The Park staff have responded to all matters brought to its attention via internal and external audits.
8. The annual financial accounts take into account everything relating to each financial year regardless of when the activity took place.