

## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of

the name of  
 member authority, name

*Stoke-on-Trent Local Council*

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, will respond to the accounting statements for the year ended 31 March 2016, that:

|  | Report                              |                          | Yes                                 | No                       | Yes                      | No                       |
|--|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
|  | Yes                                 | No                       |                                     |                          |                          |                          |
| 1. We have in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |                          |                          |                          |
| 2. We maintain an adequate system of internal control including resources designed to prevent and detect fraud and corruption and, wherever it affects them, the interests of the community.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |                          |                          |                          |
| 3. We have in place arrangements to ensure ourselves that there are no matters of actual or potential non-compliance with law, regulations and proper practice that could have a significant financial effect on the ability of the member authority to conduct its business or on its finances. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |                          |                          |                          |
| 4. We consider proper opportunity during the year for the exercise of members' rights of consultation with the representatives of the community and local regulators.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |                          |                          |                          |
| 5. We carried out an assessment of the risk facing the member authority and took appropriate steps to manage those risks, including the establishment of internal controls and/or external resources, where relevant.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |                          |                          |                          |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |                          |                          |                          |
| 7. We took appropriate action in all matters raised in reports from internal and external audit.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |                          |                          |                          |
| 8. We considered whether any litigation, arbitration or proceedings, claims or transactions, including after taking or after the year-end, have a financial impact on the member authority and where appropriate have included them in the accounting statements.                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |                          |                          |                          |
| 9. For local councils only: There have been no material issues relating to our responsibility for the accounting statements or the financial records, including financial reporting and, if required, independent examination or audit.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The annual governance statement is approved by the member authority and recorded in minute reference:

*2016/00119*

date *09-04-2016*

Signature:

Date:

*[Signature]*

name:

*01 09 2016*

Signature:

Date:

*[Signature]*

name:

*27-04-2016*

Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Details from the member authority will address the auditor's queries.