

SECTION 2 - ANNUAL GOVERNANCE STATEMENT

We acknowledge as members of Portchester Crematorium Joint Committee 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 Joint Committee: (*See also note below)
1. We have approved the accounting statements which have been 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 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 which could have a significant financial effect on the ability of the Joint Committee 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 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 Joint Committee's accounts.
5. We have carried out an assessment of the risks facing the Joint Committee 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 Joint Committee's accounting records and control systems and carried out a review of its effectiveness.	Yes	Arranged for a competent person independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the Joint Committee and reviewed the impact of this work.

APPENDIX

ANNUAL GOVERNANCE STATEMENT

This appendix sets out a short explanation of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement

1	<ul style="list-style-type: none">• The accounting statements were approved by the Joint Committee on xxxx under minute xxxxx
2	<ul style="list-style-type: none">• The appointment of an independent Treasurer and Deputy Treasurer.• A system of internal audit undertaken separately by Fareham BC.• The Joint Committee's standing orders.• The adoption of policies in respect of anti-fraud and corruption, and whistle blowing.
3	<ul style="list-style-type: none">• The Joint Committee is a single purpose body whose officers are well qualified to undertake their respective roles.• The roles and responsibilities of the Joint Committee and the officer functions with clear delegations of their responsibilities are defined in the Memorandum of Agreement between the four constituent authorities and the scheme of delegation to officers.• There is a financial strategy and capital programme approved annually.• Decisions by the Joint Committee are taken on the basis of written reports from the officers.• The Joint Committee is a member of the Federation of Burial and Cremation Authorities (FBCA).
4	<ul style="list-style-type: none">• The accounts are open for public inspection, of which public notice is given annually in accordance with the regulations.• The agendas, minutes and reports of each Joint Committee meeting are published on the Portchester Crematorium web site.• An annual report is published and sent to each of the 4 constituent authorities.
5	<ul style="list-style-type: none">• The Joint Committee has in place a risk management policy and risk registers which are reviewed periodically.• Specific risk registers are prepared when needed – for example in respect of the mercury abatement project.• There is a business continuity plan.• There is a biennial health and safety audit.• The FBCA undertook an inspection in November 2009.• Zurich Mutual is the Joint Committee's insurer.

6	<ul style="list-style-type: none">• Fareham BC's internal audit service carries out an annual review and every two years it carries out a planned programme of work based on a comprehensive risk assessment.• The effectiveness of the internal audit function is undertaken by Fareham BC's Audit Committee.
7	<ul style="list-style-type: none">• Any matter of substance would be reported to the Joint Committee.
8	<ul style="list-style-type: none">• Any relevant matters have been included within the accounting statements.
9	This aspect is not applicable to the Joint Committee.