

Transparency Code adopted by Naburn Parish Council in accordance with Smaller Authorities Regulations 2015/494

All information as listed below are publicly accessible on Naburn Parish Council Website.

<u>Information required to be Published</u>	<u>Date information is required To be published</u>	<u>Date Completed</u>
All items of expenditure above £100	Annually, list available on website as a Finance document, not later than 1 st July in the year immediately following the accounting year.	May 2020
Confirm date expenditure incurred, amount and summary of purpose of expenditure	Annually, all Financial documents referring to annual audit displayed on Parish Council website and detailed in the minutes of each meeting. Hard copies kept for future reference.	May 2020
VAT not recoverable	Annually, list available on Parish Council website	May 2020
Year End Accounts, the annual return form accompanied by a copy of the bank reconciliation for relevant year / explanation of any significant variances e.g. more than 15% on previous year.	All annual accounts displayed on Parish Council website. Hard copies kept for future reference.	August 2020
Annual Governance Statement, published and agreed on an annual basis. Explain any negative responses to Governance Statement.	Displayed on Parish Council Website. Hard copies kept for future reference.	August 2020
Annual Internal Audit report, signed by auditor.	Completed document displayed on Parish Council website. Hard copies kept for future reference.	August 2020
List of Councillors (Chairman & Vice Chairman)	List on Parish Council website.	Checked regularly
Details of land and building assets	List of assets and their value on Parish Council website.	Checked annually
Minutes of Parish Council Meetings, committee and sub-committee meetings.	Draft Minutes displayed one month after Meeting on Parish Council website and hard copies kept for future reference. No later than one month after the meeting to which they relate. Hard copies kept for future reference.	Checked two monthly
Agendas and associated papers for all Council sub-committee meetings	No later than three clear days before the date of the meeting to which they relate. Displayed on Parish Council website. Hard copies kept for future reference.	Checked two monthly