

CONTROL TEST	TESTED (Yes/No)	COMMENTS (check documents and initial)
Ensuring an up to date Register of Assets	✓	
Regular maintenance arrangement for physical assets	✓	
Annual review of risk and the adequacy of Insurance cover	✓	
Annual review of financial risk	✓	
Awareness of Standing Orders and Financial regulations	✓	
Adoption of Financial and Standing Orders	✓	
Regular reporting on performance by contractors	✓	
Annual review of contracts (where appropriate)	✓	
Regular bank reconciliation, independently reviewed	✓	
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	✓	
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	✓	
Payments supported by invoices, authorised and minuted	✓	
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	✓	
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	✓	
<p>Contracts of employment for staff</p> <p>Contract annually reviewed</p> <p>Updating records to record changes in relevant legislation</p> <p>PAYE/NIC properly operated by the Council as an employer</p>	✓	

CONTROL TEST	TESTED (Yes/No)	COMMENTS (check documents and initial)
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cash-book	✓	
Regular financial reporting to Parish Council	✓	
Regular budget monitoring statements as reported to Parish Council	✓	
Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500	✓	
Minutes properly numbered and paginated with a master copy kept in for safe-keeping	✓	
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	✓	
Adoption of Codes of Conduct for Members	✓	
Declaration of Acceptance of Office	✓	

Date of review of system of Internal Controls..... 31 JAN 2023

Review of system of Internal Controls carried out by:

Name ANDREW YOUNGER Signature [Signature]

Report submitted to Council (Date)..... 31 JAN 2023

(Minute Reference).....

Next review of system of Internal Controls due.....

Additional comments by reviewer: