

Internal Control Check		Date: 18/9/2025
1		Appropriate books of account properly kept throughout the year? ✓
2	a	Appointed responsible financial officer with duties listed in Financial Regs or elsewhere? ✓
	b	Financial Regulations in place & regularly reviewed? ✓ Aug 25'
	c	Standing Orders in place & regularly reviewed? ✓ Aug 25'
	d	Delegated Powers on expenditure in place & adhered to? ✓
	e	Payments supported by invoices? ✓
	f	Expenditure properly approved? ✓
	g	VAT accounting in order? ✓
3	a	Insurance in order and the correct cover held? ✓ May 25'
	b	ICO undertakes internal control checks at least twice a year and reports back to council? ✓
	c	Initialled cheque stubs? N/A
	d	Regular internal audit? ✓ Twice yearly
	e	Minute showing appointment of internal auditor? ✓
	f	Council budgeted in a clear and adequate way? ✓
	a	Clerk or RFO report to council regularly to give progress reports on expenditure verses budget? ✓
4	b	Adequate checks on Clerk's Expenses? ✓
	c	Payments properly supported by receipts? ✓
	d	Clear minute and contract which details employees' pay and conditions. ✓
	e	Employee paid by/to those decisions? ✓
	f	PAYE and NI payments been made (if required) or written contact been made with the Inland Revenue giving details of taxable income? ✓
	5	a
b		Checked/modified at least yearly e.g. at annual council meeting? ✓ May 25'
6	a	Cash book up to date and bank accounts reconciled at least once per quarter? ✓ Monthly
	b	Supported by an adequate audit trail? ✓
7	a	A record of debtors and creditors? ✓
	b	Clear separate list of S137 payments? ✓ Yes, PC has GoP.
8	a	Year-end accounts clear and accurate? ✓
	b	All account balances shown? ✓ Monthly
	d	Data Protection Registration held & current/appropriate? ✓ On website
	e	Electronic data backup arrangements adequate? ✓ The Cloud
9	a	Transparency code: are minutes, agendas and financial statements posted to the Council website? ✓

Mr Freddy Beane

18/09/25

