

Quarter 2

V.M. Blake 09/09/2025

Internal Control Check		Date: 9/9/2025
1	Appropriate books of account properly kept throughout the year?	✓
2	Appointed responsible financial officer with duties listed in Financial Regs or elsewhere?	✓
3	Financial Regulations in place & regularly reviewed?	✓ REVIEW 2026
	Standing Orders in place & regularly reviewed?	✓
	Delegated Powers on expenditure in place & adhered to?	✓
	Payments supported by invoices?	✓
	Expenditure properly approved?	✓
	VAT accounting in order?	✓
	Insurance in order and the correct cover held?	✓ CHECKED SEP 2025
4	ICO undertakes internal control checks at least twice a year and reports back to council?	✓
	Initiated cheque stubs?	N/A
	Regular internal audit?	QUARTERLY
	Minute showing appointment of internal auditor?	✓ SEPTEMBER 2025
	Council budgeted in a clear and adequate way?	✓
	Clerk or RFO report to council regularly to give progress reports on expenditure verses budget?	✓ SEPTEMBER 2025
	Adequate checks on Clerk's Expenses?	✓ CHAIR OK
5	Payments properly supported by receipts?	✓
	Clear minute and contract which details employees' pay and conditions.	✓
	Employee paid by/to those decisions?	✓ AS AGREED WITH HMRC
	PAYE and NI payments been made (if required) or written contact been made with the Inland Revenue giving details of taxable income?	✓ SEE
	Asset & investment register up to date?	✓ REV 2025
	Checked/modified at least yearly e.g. at annual council meeting?	✓ M/H 2025
	Cash book up to date and bank accounts reconciled at least once per quarter?	✓ SIGNED OFF BY CHAIR
6	Supported by an adequate audit trail?	✓
	A record of debtors and creditors?	✓
	Clear separate list of S137 payments?	✓ HOUSE
7	Year-end accounts clear and accurate?	✓
	All account balances shown?	✓
	Data Protection Registration held & current/appropriate?	✓ AUDITED APRIL 2025
8	Electronic data backup arrangements adequate?	✓
	Transparency code: are minutes, agendas and financial statements posted to the Council website?	✓
	Transparency code: are minutes, agendas and financial statements posted to the Council website?	✓ PAID 02/04/2025 THE GROUP
9	Transparency code: are minutes, agendas and financial statements posted to the Council website?	✓