

Internal Control Check			Date: 3/6/2025
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?	✓ Review 7/26
	c	Standing Orders in place & regularly reviewed?	✓ " "
	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?	✓ CHECKED JUNE 25
	b	ICO undertakes internal control checks at least ^{4x} twice a year and reports back to council? JHA	✓
	c	Initialed cheque stubs?	N/A
	d	Regular internal audit?	QUARTERLY
	e	Minute showing appointment of internal auditor?	✓ APRIL 2025
	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?	✓ 15 JAN 25
4	b	Adequate checks on Clerk's Expenses?	✓ CHAIR OK
	c	Payments properly supported by receipts?	✓
	d	Clear minute and contract which details employees' pay and conditions.	✓
	e	Employee paid by/to those decisions?	✓ IN ACCORDANCE WITH HRCC
	f	PAYE and NI payments been made (if required) or written contact been made with the Inland Revenue giving details of taxable income?	✓ SEEN
5	a	Asset & investment register up to date?	✓ FEB 25
	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?	✓ SIGNED OFF BY CHAIR
	b	Supported by an adequate audit trail?	✓
7	a	A record of debtors and creditors?	NOISE
	b	Clear separate list of S137 payments?	✓
8	a	Year-end accounts clear and accurate?	✓ AUDITED APRIL 25
	b	All account balances shown?	✓
	d	Data Protection Registration held & current/appropriate?	PAID 2/4/25
	e	Electronic data backup arrangements adequate?	✓ THE CLOUD
9	a	Transparency code: are minutes, agendas and financial statements posted to the Council website?	✓

Quarter 1

JH Allen 2/6/25