

Internal Control Check			Date: 13/1/2026
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 2026
	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 09/2025
	b	ICO undertakes internal control checks at least twice a year and reports back to council?	✓ 4/6
	c	Initialed cheque stubs?	N/A
	d	Regular internal audit?	QUARTERLY
	e	Minute showing appointment of internal auditor?	✓ SEPTEMBER 2025
	f	Council budgeted in a clear and adequate way?	✓ RESPONSE DEC 2026
	a	Clerk or RFO report to council regularly to give progress reports on expenditure verses budget?	✓ JAN 2026
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 HR RC
	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 2025
	b	Checked/modified at least yearly e.g. at annual council meeting?	✓ MAY 2025
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?	NONE
	b	Clear separate list of S137 payments?	✓
8	a	Year-end accounts clear and accurate?	✓ AUDITED APRIL 2025
	b	All account balances shown?	✓
	d	Data Protection Registration held & current/appropriate?	✓ DTID 02/04/2025
	e	Electronic data backup arrangements adequate?	CLOUD
9	a	Transparency code: are minutes, agendas and financial statements posted to the Council website?	✓

QUARTER 3

V.M. Blake

13/01/2026