

3. Is insurance cover appropriate and adequate?
Insurance policy checked and appears adequate & appropriate.
4. Are internal financial controls documented and regularly reviewed?
Yes and annually reviewed
4. GDPR Training completed and Policy being reviewed in light of this

Budgetary Controls

1. Has the council prepared an annual budget in support of its precept?
Yes. Approved 2018/19 15th Jan 2018
2. Is actual expenditure against budget regularly reported to the council?
Budget figures are on the bank reconciliations that are reviewed monthly
3. Are there any significant unexplained variances from budget?
No all variances explained fully

Income Controls

1. Is the income properly recorded and promptly banked?
Samples checked accurate & prompt
2. Does the precept recorded agree to the council tax authority's notification?
Yes
3. Are security controls over cash and near cash adequate and effective?
No cash is held at the parish council. Expenditure by the Clerk and Counsellors is signed off and approved in the same way as cheques.

Petty Cash Procedures

1. Is all petty cash spent recorded and supported by VAT receipts/invoices?
No petty cash
2. Is petty cash expenditure reported to each council meeting?
Expenditure forms are completed and paid via cheques. These are minuted and cheque stubs and expenses form signed off by signatories.
3. Is petty cash reimbursement carried out regularly?
Yes

Payroll Controls

1. Do all employees have contracts of employment with clear terms and conditions?
Yes
2. Do salaries paid agree with those approved by the council?
Yes
3. Are other payments to employees reasonable and approved by the council?
Yes all reasonable and checked to minutes
4. Have PAYE/NIC been properly operated by the council as an employer?
PAYE & NIC checked and correct. Council using HMRC Free software which completes RTI.

Assets Controls

1. Does the council maintain a register of all material assets owned or in its care?
Yes checked



Handwritten signature and date: 2/1/18