

WALSHAM LE WILLOWS PARISH COUNCIL INTERNAL CONTROL CHECKS

#	CONTROL TEST	2021/21	COMMENTS – check documents and initial
1	Ensuring an up to date Register of Assets	12-May-20	In place and up to date
2	Regular maintenance arrangement for physical assets	11-Aug-20	
3	Annual review of risk and the adequacy of Insurance cover	09-Mar-21	
4	Annual review of financial risk		
5	Awareness of Standing Orders and Financial regulations		
6	Adoption of Financial and Standing Orders	12-May-20	As reviewed 11/02/2020 Minute ref: 6.1.7
7	Regular reporting on performance by contractors		
8	Annual review of contracts (where appropriate)		Streetsweeping Play Area Maintenance Play Area Grasscutting
9	Regular bank reconciliation, independently reviewed	Monthly	Presented to all Councillors for approval at each meeting.
10	Regular scrutiny of financial records and proper arrangements for the approval of expenditure		
11	Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved		
12	Payments supported by invoices, authorised and minuted	Monthly	Presented to all Councillors for approval at each meeting. (noted November 2020).
13	Regular scrutiny of income records to ensure income is correctly received, recorded and banked		
14	Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	12-May-20	Checked by Cllr Kinnair
15	Contracts of employment for staff - Contract annually reviewed - Updating records to record changes in relevant legislation - PAYE/NIC properly operated by the Council as an employer		
16	VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	12-May-20	Checked by Cllr Kinnair
17	Regular financial reporting to Parish Council	Dec-20	Bank reconciliation presented to all Councillors for approval against bank statements balances at each meeting. (noted November 2020)
18	Regular budget monitoring statements as reported to Parish Council	Dec-20	Variances noted and reported to all Councillors as part of budget reconciliation documentation on a quarterly basis. (noted November 2020)
19	Compliance with DCLG Guide Open & Accountable Local Government 2014, Part 4: Officer Decision Reports		
20	Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500		
21	Minutes properly numbered and paginated with a master copy kept in for safekeeping		
22	Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality		
23	Adoption of Codes of Conduct for Members		
24	Declarations of Acceptance of Office	12-May-20	Seen by all members of the Council