

## ANNUAL INTERNAL CONTROL CHECK SUITE TEMPLATE - 2023/24

CONTROL TEST	DATE TESTED / INITIAL	EVIDENCE (continue on reverse if needed)	CLERK'S COMMENTS	Link, attachment or paper docs req'd
Annual review of financial risk (risk register)	27/2/24	The council has adopted a <a href="#">Financial Risk Assessment</a> which is reviewed annually in February and is posted on the Council's website for public scrutiny. This details four key risk areas and documents the control measures in place to mitigate them. The version dated 26/02/23 has been reviewed as part of this check and no required changes have been identified.	<p style="color: red;">From your knowledge of parish council work does anything need updating or adding?</p> <p>Risk register on website (Policies, procedures &amp; control documents).</p>	
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	27/2/24	A receipts & payments account for the year to date is presented at each months Council meeting together with a reconciliation back to our bank balances. The Precept for 23/24 is £24,596 as indicated in the <a href="#">monthly accounts to 31-01-24</a> and as published on the <a href="#">MSDC website</a>	<p style="color: red;">Do the figures recorded on the precept claim match those recorded in the ledger as receipts.</p> <p>Precept is received in two amounts, usually in April and September based on precept claim submitted in the previous December or January. Copy of Ledger [budget reconciliation] attached [column O, rows 7 and 60], highlighted yellow.</p>	Yes

<p>Contracts of employment for staff Contract annually reviewed</p> <p>Updating records to record changes in relevant legislation.</p> <p>PAYE/NIC properly operated by the Council as an employer.</p>	<p>27/2/24</p>	<p>The Council has one employee, the Clerk. The Clerk's Contract of Employment and Job Description is reviewed annually as part of our performance management process which involves a panel of two councillors. The Clerk's next annual review and appraisal is scheduled for 28/03/24. All PAYE and NIC requirements are implemented by our payroll provider (SALC).</p>	<p><b>Check contracts for any obvious inconsistencies or errors that need to be updated.</b></p> <p>Only contract of employment if for Clerk. Last reviewed 13/02/2023 at annual appraisal.</p> <p>The Council employs a payroll service for the operation of PAYE/NIC. Local Authority pay scale increases are advised to Council as they are issued.</p>	<p>Yes</p>
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<p>Adoption of Code of Conduct for Members</p>	<p>27/2/24</p>	<p>The latest <a href="#">Suffolk Code of Conduct</a> was adopted on 14/09/22 (<a href="#">minute reference 12a</a>) and is posted on the Councils website.</p>	<p><b>Check correct adoption and publication.</b></p> <p>Updated Suffolk Code of Conduct adopted at meeting 14 September 2022 minute reference 12a). Find the relevant minutes on website under Meetings, Documents &amp; Records and the code itself under Policies, procedures &amp; control documents.</p>	
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Name	Date	Signature
<p>Ian Bartholomew</p>	<p>27/2/24</p>	