

## 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
Ensuring an up-to-date Register of Assets		A comprehensive Register of Assets is available for inspection (via web site) and is maintained on a regular basis. Any updates are noted within PC meetings.	<p>From your knowledge of parish council work is there anything that has been missed?</p> <p>Asset register on website (Policies, procedures &amp; control documents). Reviewed just before annual renewal in October and at any other time as required.</p>	
Regular financial reporting and budget monitoring and bank reconciliation, independently reviewed		Robust procedures are in place. Financial accounts are presented for scrutiny at each meeting.	<p>Are you satisfied that this is generally properly carried out?</p> <p>Bank reconciliation published on the website can be found by filtering Meetings, Documents &amp; Records. All councillors regularly witness the approval of the monthly reconciliation at meeting of the Parish Council. The initialled paper copies can be brought along to any meeting, please request.</p>	
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook		VAT claims are reconciled and recorded and noted in meeting following AGM	<p>Does the figure claimed for previous financial year match the amount recorded in the ledger in the following year?</p> <p>Claim is submitted just after year end. Payment usually received within 30 days. Ledger can be filtered to show records for vat rebates to be claimed against individual payments.</p>	Yes

Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality		Robust procedures are in place. Requests are made for declarations on each agenda and requested by Chairman at every meeting.	Councillors are asked declare at every meeting. So far nothing declared. If anything were declared this would be minuted and details kept in a register.	
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Name	Date	Signature
Trevor Roberts	6 <sup>th</sup> March 2024	