

Model Internal Control Statement and Report to Council. This document should be tailored to meet the needs of your Council particularly where [] are shown.

BLANK	BLANK	BLANK
Regular bank reconciliation, independently reviewed	YES	BY S.DACK - MINUTED.
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	YES	SEE BUDGET + MINUTES
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	YES	
Payments supported by invoices, authorised and minuted	YES	
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	YES	
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	YES	
BLANK	BLANK	BLANK
Contracts of employment for staff	YES	REVIEWED BY CHAIRMAN + MINUTED.
Contract annually reviewed	YES	
Updating records to record changes in relevant legislation	YES	
PAYE/NIC properly operated by the Council as an employer	YES	
BLANK	BLANK	BLANK
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	YES	
BLANK	BLANK	BLANK
Regular financial reporting to Parish Council	YES	EVERY PC MEETING / MINUTED.
Regular budget monitoring statements as reported to Parish Council	YES	
Compliance with DCLG Guide <i>Open &amp; Accountable Local Government</i> 2014, Part 4:	NO	TO BE REVIEWED, BUT CONFIDENT WE ARE COMPLIANT
Officer Decision Reports *	TEST	