

Regular reporting on performance by contractors	Yes ✓	Grass Cutting, Bin emptying and Street Lighting. Reviewed on a regular basis
Annual review of contracts (where appropriate)	Yes ✓	Reviewed on renewal
Regular bank reconciliation, independently reviewed	Yes ✓	Reconciliation statements reviewed and approved at EOY 22-23 and in May 2023 by whole Council
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes ✓	All income and payments approved at monthly Council meetings
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	Yes ✓	Recorded in minutes
Payments supported by invoices, authorised and minuted	Yes ✓	All payments approved at each monthly meeting, and invoices authorised and initialled, and recorded in the minutes
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Yes ✓	Receipts and payments reviewed at EOY 22-23 and in May 2023. Statements reviewed at Internal Control.
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	Yes ✓	Paid directly into the PC Bank account, shown on Statements and Minuted
Contracts of employment for staff	Yes ✓	Update under review
Contract annually reviewed	Update in progress	Update under review
Updating records to record changes in relevant legislation	Yes ✓	Update when changes notified.
PAYE/NIC properly operated by the Council as an employer	Yes ✓	PAYE operated and submitted to HMRC monthly. Initialled and Approved at each Council meeting
Staff details held in a secure and appropriate manner	Yes ✓	
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	Yes ✓	VAT recorded in R&P accounts and claimed at the end of each financial year.
Regular financial reporting to Parish Council	Yes ✓	At each monthly meeting
Regular budget monitoring statements as reported to Parish Council	Yes ✓	At each monthly meeting.