

Regular reporting on performance by contractors	Yes	Currently only grass cutting of playing field. Reviewed quarterly
Annual review of contracts (where appropriate)	Yes	Currently only grass cutting of Playing field
Regular bank reconciliation, independently reviewed	Yes	Reconciliation statements produced monthly and/or quarterly. Reviewed and approved in August 21
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes	Payments approved at each Council monthly Meeting with accompanying invoices.f
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	Yes	Power recorded in minutes
Payments supported by invoices, authorised and minuted	Yes	Payments authorised at each monthly meeting, and minuted.
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Yes	Bank Statements circulated
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	Yes	Receipt and Bank statement agreement
Contracts of employment for staff		Staff contracts under review.
Contract annually reviewed		
Updating records to record changes in relevant legislation	Yes	PAYE operated and submitted to HMRC monthly.
PAYE/NIC properly operated by the Council as an employer		
Staff details eg salary – 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 Receipts and Payments and claimed at the end of each financial year. Claim for 20-21 submitted in June 2021, and received July 21.
CIL expenditure recorded and reported to PC and District in accordance with legislation	Yes	EOY CIL statement completed and submitted to MSDC
Regular financial reporting to Parish Council	Yes	At each Council Meeting
Regular budget monitoring statements as reported to Parish Council	Yes	At each Council Meeting
Compliance with GDPR	Yes	Files held with Clerk. Reviewed and updates In March 2021