

Regular reporting on performance by contractors	Yes	Currently only grass cutting of playing field, MSDC Bin emptying and SCC Street Lighting.
Annual review of contracts (where appropriate)	Yes	Reviewed on renewal.
Regular bank reconciliation, independently reviewed	Yes	Reconciliation statements produced quarterly. Last review and approval in February 2022
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes	At each PC Meeting
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	Payments authorised at each monthly meeting, authorised, initialled and minuted.
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Yes	Bank statements viewed by Internal control auditor
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	Yes	Paid directly into PC bank account, recorded on bank statement
Contracts of employment for staff Contract annually reviewed Updating records to record changes in relevant legislation PAYE/NIC properly operated by the Council as an employer	Yes	Clerk contract undergoing review. PAYE operated and submitted to HMRC monthly. Viewed and approved at monthly Council meeting.
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, and claimed at the end of each financial year. Claim for 20-21 submitted in June 2021 and received July 2021
CIL expenditure recorded and reported to PC and District in accordance with legislation	Yes	EOY CIL statement completed, circulated to councillors and submitted to MSDC at end of financial year. Next submission due in April 2022
Regular financial reporting to Parish Council	Yes	At each PC Meeting