

CONTROL TEST	TEST DONE
	<i>Yes or No</i>
Ensuring an up to date Register of Assets	<i>Yes</i>
Regular maintenance arrangement for physical assets	<i>Yes</i>
Annual review of risk and the adequacy of Insurance Cover	<i>Yes</i>
Annual review of financial risk	<i>Yes</i>
Awareness of Standing Orders and Financial Regulations	<i>Yes</i>
Adoption of Financial & Standing Orders	<i>Yes</i>
Regular reporting on performance by contractors	<i>Yes</i>
Annual review of contracts (where appropriate)	<i>Yes</i>
Regular bank reconciliation, independently reviewed	<i>Yes</i>
Regular scrutiny of financial records and proper arrangement for the approval of expenditure.	<i>Yes</i>
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	<i>Yes</i>
Payments supported by invoices, authorised and minuted	<i>Yes</i>
Scrutiny to ensure precept recorded in the cashbook agrees to SCDC notification	<i>Yes</i>
Contracts of employment for staff	<i>Yes</i>
Contract annually reviewed	
Updating records to record changes in relevant legislation	
PAYE/NIC properly operated by the Council as an employer	
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	<i>Yes</i>
Regular financial reporting to Parish Council	<i>Yes</i>
Regular budget monitoring statements as reported to Parish Council	<i>Yes</i>
Compliance with Local Transparency Code of 2014. Record of items of expenditure incurred over £500	<i>Yes</i>
Minutes properly numbered with a master copy kept for safekeeping	<i>Yes</i>
Procedures in place for recording and monitoring Members Interest and Gift of Hospitality	<i>Yes</i>

Declaration of Acceptance of Office	Yes
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COMMENTS – check documents & initial

Routinely reviewed 2x annually and when an asset is purchased and disposed of.

Asset maintenance where applicable becomes an separate agenda items to be reviewed at Parish Council Meetings and maintenance work and process agreed.

Clerk reviews Council's asset register and ensures that there is adequate insurance cover [Cane and Company]. (Renewal date 1st October 2017)

Every Parish Council meeting has a set finance agenda item, where income, expenditure and any risks are highlighted, reviewed and discussed.

Standing Orders are reviewed annual and shared with all Parish Council members for reference.

Standing Orders are the bedrock for all Parish Council decisions and guidance.

Any contractor working on behalf of the Parish Council will be reviewed and reported on the Parish Council Meetings.

Clerk employment contract is reviewed at the end of the financial year to ensure still fit for purpose.

Completed every month by the Clerk and checked and signed every Parish Council meeting by the Chairman.

Clerk maintains a financial statement of all the incomings and outgoings, which are then reconciled to the bank statement. (requires Chairman sign off)

Noted in the meeting minutes

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Checked and verified as part of the financial reconciliation process (Chairman sign off required)

Reviewed annually at Parish Council Meetings

Completed by the Clerk and signed off by the Chairman.

Finance agenda item at every Parish Council Meeting

Done monthly by the Clerk and shared with the Council 2x annually.

All expenditure is tracked and recorded as part of the bank reconciliation process. Signed off by Chairman.

Hard copy, signed and stored in the Clerk's minute book. Electronic copy of minutes are available via the Parish Councils website:<http://levingtonandstrattonhall.onesuffolk.net/parish-council/minutes-of-previous-meetings/>

All Councillors Register of Interests is stored on the Electoral Portal. Every meeting all Councillors are asked to declare any interests or conflict in any agenda items at the start of the Parish Meetings.

Clerks has hard copy of all new Councillor's acceptance offers and also stored electronically on the Electoral Portal.