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| Budget Control | | | |
| All payments entered into accounting system/cashbook accurately with the relevant power | | x | A donation for £241 is recorded on 8.3.23, but it does not say where from? |
| Payment schedule presented to full council monthly | | x | |
| All payments within budget | | x | |
| If not - approval to transfer minuted | | | |
| S137 is accounted for separately | | x | |
| VAT | | | |
| The is a separate VAT column on the accounting spreadsheet/system | | x | VAT column is not shown on accounting sheets presented. |
| The VAT is claimed regularly (please state frequency & last reclaim date) | | x | Last claimed in May22, with claim being paid in June22. No evidence of a claim since. |
| Income | | | |
| Receipts are correctly recorded on accounts system/cashbook | | x | |
| Receipts are reconciled against original bank statements | | x | |
| For funds being transferred between accounts, a virement has been agreed and recorded by the Council | | x | |
| A reconciliation of accounts is presented to Council regularly, and date of last one. | | x | Mar-23 |
| Asset Register / Risk Assessments | | | |
| All council properties / assets in register and register up to date | | x | |
| All risks properly assessed & recorded | | x | |
| Financial Regulations | | | |
| Reviewed and approved annually. Including any new policies | | x | |
| Standing Orders | | | |
| Reviewed and approved annually. Including any new policies | | x | |
| Annual Estimates | | | |
| Budget estimates reviewed by end of year & presented to council | | x | |
| Three year forecast prepared | | x | 2-year budgeting is carried out. |
| Audit | | | |