Naseby Parish Council
INTERNAL CONTROL CHECKLIST

Date: 07-Jul-24

Quarter: Q1 / 2024-25

FINANCIAL			
Description	**Evidenced Y/N**	**Comments**	**Completed Y/N**
Bank Statements - received and approved by the RFO	Y		
Bank Reconciliations - received and approved.	Y	Quarterly Report Received	Y
Cashbook - payments and receipts for quarter reviewed and up to date.	Y		
VAT Quarterly Claims - reviewed and up to date.	Y		

PAYROLL / EMPLOYEE			
Description	**Evidenced Y/N**	**Comments**	**Completed Y/N**
Salary Payments - made online via BACS	Y		
HMRC - Tax payments made on time (by the 19th of the following month)	Y		
Payroll Services - all service fee invoices paid on time.	Y		

MINUTE RECORDS			
Description	**Evidenced Y/N**	**Comments**	**Completed Y/N**
Approval - all minutes signed, dated, and entered into minute records book.	Y		
Website - all minutes up to date on the website, i.e. DRAFT minutes removed and approved copy uploaded for relevant months.	Y		

OTHER			
Description	**Evidenced Y/N**	**Comments**	**Completed Y/N**
Website - is the website up to date. Does it include all current meeting information and documents.	Y		

OTHER

I, Cllr David Brodala, can confirm that a full Internal Control review has been undertaken and all areas of council business are up to date and in line with regulations.

I can confirm that all accounts for the quarter have been reviewed and are up to date and in line with regulations.

Signed: _____ **Date:** 4/11/24

Cllr David Brodala - Internal Controller