

Naseby Parish Council
INTERNAL CONTROL CHECKLIST



Date: 19-Oct-24

Quarter: Q2 / 2024-25

FINANCIAL			
Description	Evidenced Y/N	Comments	Completed Y/N
Bank Statements - received and approved by the RFO	✓		
Bank Reconciliations - received and approved.	✓	Amendment made 11/9/24	✓
Cashbook - payments and receipts for quarter reviewed and up to date.	✓		
VAT Quarterly Claims - reviewed and up to date.	✓		

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

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

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.	✓		

OTHER

I, Clr 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: David Brodala
Clr David Brodala - Internal Controller

Date: 4/11/24

