

**Naseby Parish Council  
INTERNAL CONTROL CHECKLIST**



Date: 31-Jul-25

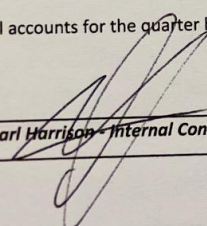
Quarter: Q1 / 2025-26

FINANCIAL			
Description	Evidenced Y/N	Comments	Completed Y/N
Bank Statements - received and approved by the RFO	Y		Y
Bank Reconciliations - received and approved.	Y		Y
Cashbook - payments and receipts for quarter reviewed and up to date.	Y		Y
VAT Quarterly Claims - reviewed and up to date.	Y	VAT REFUND SEEN ON BANK STATEMENT	Y

PAYROLL / EMPLOYEE			
Description	Evidenced Y/N	Comments	Completed Y/N
Salary Payments - made online via BACS	Y		Y
HMRC - Tax payments made on time (by the 19th of the following month)	Y	PAID 22ND AUGUST	Y
Payroll Services - all service fee invoices paid on time.	Y		Y

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

OTHER	
<p>I, Cllr Earl Harrison, 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.</p> <p>I can confirm that all accounts for the quarter have been reviewed and are up to date and in line with regulations.</p>	
<p>Signed:  Cllr Earl Harrison - Internal Controller</p>	<p>Date: 21/10/25</p>