

Naseby Parish Council
INTERNAL CONTROL CHECKLIST



Date: 31-Dec-25

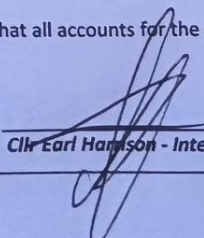
Quarter: Q3 / 2025-26

FINANCIAL			
Description	Evidenced Y/N	Comments	Completed Y/N
Bank Statements - received and approved by the RFO	✓		✓
Bank Reconciliations - received and approved.	✓		✓
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	
<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: </p> <p>Cllr Earl Harrison - Internal Controller</p>	<p>Date: 8/4/2026</p>