

Contracts of employment for staff Contract annually reviewed Updating records to record changes in relevant legislation PAYE/NIC properly operated by the Council as an employer	Yes.	On file.
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	Yes.	Accounted for, not claimed
Regular financial reporting to Parish Council	Yes.	Discussed at Council Meetings
Regular budget monitoring statements reported to Parish Council	Yes.	" + signed off.
Compliance with 2019 Regulations: Officer Decision Reports	Yes.	~1A.
Compliance with Local Transparency Code Of 2015: Items of expenditure incurred over £500	Yes.	Discussed at Council Meetings See minutes + website as & when.
Minutes properly numbered and paginated with a master copy kept in for safekeeping	Yes.	See minutes!
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	Yes.	Copy with Clerk + on Council website. + ES
Adoption of Codes of Conduct for Members	Yes.	Discussed annually. See mins.
Declaration of Acceptance of Office	Yes.	Copy with Clerk.

Date of review of system of Internal Controls..... 3rd March 2020

Review of system of Internal Controls carried out by:
 Name..... C.O. GODWIN Signature..... Charles Godwin

Report submitted to Council (date).....
 (minute reference).....

Next review of system of Internal Controls due..... Nov 2020

Additional comments by reviewer.....

