

Has the Council adopted financial regulations and a standing order to manage contracts for goods and services?	✓	
Is there a Council Minute recording the precept decision? Date and minute number checked?	✓	
Does the precept requirement result from an adequate budget?	✓	
Was progress against budget regularly monitored? Were the reserves adequate?	✓	
Are receipts and payments properly recorded and linked to approvals? Spot checks carried out?	✓	
Has a separate record of VAT been kept in the accounts?	✓	
Has a separate record for Section 137 payments been maintained?		
Were periodic bank reconciliations properly carried out during the year?	✓	
Are all payments approved by the Council and recorded in the minutes?	✓	
Have salaries to employees and allowances to members been paid in accordance with approvals?	✓	
Have Tax and National Insurance requirements been properly applied?	✓	
Have you been provided with access to all documents requested?	Yes	
Were you supplied with contact details for the Clerk and Chair – if requested?	Yes	
Were terms of appointment as Internal Auditor made clear on appointment?	Yes	
Were adequate explanations provided for any query or request for extra information?	Yes	