



CINDERFORD TOWN COUNCIL  
 INTERNAL CONTROL  
 MONTH: **OCTOBER 2023**

All inspections, once completed must be filed in the Town Council office and retained with the minutes of the relevant meeting.

	TASK	SEEN		If "No" then comment required	Completed (Initial)
		YES	NO		
<b>FINANCIAL</b>					
1.	Bank Statements seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/			JH
2.	Bank reconciliations seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/			JH
3.	Annual PWLB Balance Statement seen - date:.....	/			JH
4.	Invoice Folder completed for previous month and tallies with list of payments for full council meetings	/			JH
5.	Aged Debtors List seen	/			JH
6.	Banking received completed for previous month	/			JH
7.	Last VAT return? Date:.....	/			JH
8.	Petty cash control Signing sheet completed Money tallies Float stored	/			N/A
9.	Asset Register reviewed annually Date:.....	/			
<b>PAYROLL/STAFF</b>					
10.	Monthly payroll pack filed (previous month)	/			JH
11.	TAX & NI paid & up to date	/			JH
12.	NGPS pension contribution made	/			JH
<b>MINUTES</b>					
13.	Minutes signed, dated & filed from previous month	/			JH
<b>ROOM HIRE</b>					
14.	Events are booked in calendar. Invoices sent from previous month.	/			JH
<b>HEALTH &amp; SAFETY</b>					
15.	Insurance in place	/			JH
16.	Risk Assessments up to date and recorded	/			JH
<b>General comments/recommendations to improve services/processes</b>					



CINDERFORD TOWN COUNCIL  
 INTERNAL CONTROL CHECKLIST  
 MONTH: OCTOBER 2023

\*Discuss with staff/raise at Town Council meeting (delete as appropriate)

Audit Completed:	Signature	Date
Councillor	<i>[Signature]</i>	14/11/23
Finance Officer (AW)	<i>[Signature]</i>	14/11/23

Staff actions following audit (if applicable):

Actions Completed:	Signature	Date
Finance Officer (AW)	<i>[Signature]</i>	14/11/23
Clerk	<i>[Signature]</i>	14/11/23

Items 1, 2 and 4 on internal control checklist verified monthly and reported to Full Council meeting.  
 All others a minimum of quarterly

Councillor	Month	Inspection by	Parish Council Meeting	Document
Verification Councillor	June	End of second week July	July	Int Ctrl Checklist completion
Verification Councillor	September	End of second week October	October	Int Ctrl Checklist completion
Verification Councillor	December	End of second week January	January	Int Ctrl Checklist completion
Verification Councillor	March	End of second week April	April	Int Ctrl Checklist completion



CINDERFORD TOWN COUNCIL  
 INTERNAL CONTROL  
 MONTH:.....**SEPTEMBER 2023**

All inspections, once completed must be filed in the Town Council office and retained with the minutes of the relevant meeting.

	TASK	SEEN		If "No" then comment required	Completed (Initial)
		YES	NO		
<b>FINANCIAL</b>					
1.	Bank Statements seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/			JH
2.	Bank reconciliations seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/			JH
3.	Annual PWLB Balance Statement seen – date:.....	/			JH
4.	Invoice Folder completed for previous month and tallies with list of payments for full council meetings	/			JH
5.	Aged Debtors List seen	/			JH
6.	Banking received completed for previous month	/			JH
7.	Last VAT return? Date:.....				
8.	Petty cash control Signing sheet completed Money tallies Float stored	MA			JH
9.	Asset Register reviewed annually Date:.....				
<b>PAYROLL/STAFF</b>					
10.	Monthly payroll pack filed (previous month)	/			JH
11.	TAX & NI paid & up to date	/			JH
12.	NGPS pension contribution made				
<b>MINUTES</b>					
13.	Minutes signed, dated & filed from previous month	/			JH
<b>ROOM HIRE</b>					
14.	Events are booked in calendar. Invoices sent from previous month.	/			JH
<b>HEALTH &amp; SAFETY</b>					
15.	Insurance in place	/			JH
16.	Risk Assessments up to date and recorded	/			JH
<b>General comments/recommendations to improve services/processes</b>					



CINDERFORD TOWN COUNCIL  
 INTERNAL CONTROL CHECKLIST  
 MONTH: SEPTEMBER 2022

*(Empty box for notes)*

\*Discuss with staff/raise at Town Council meeting (delete as appropriate)

Audit Completed:	Signature	Date
Councillor	<i>[Signature]</i>	<i>[Signature]</i>
Finance Officer (AW)	<i>[Signature]</i>	11/10/23

Staff actions following audit (if applicable):

*(Empty box for staff actions)*

Actions Completed:	Signature	Date
Finance Officer (AW)	<i>[Signature]</i>	11/10/23
Clerk	<i>[Signature]</i>	12/10/23

Items 1, 2 and 4 on internal control checklist verified monthly and reported to Full Council meeting.  
 All others a minimum of quarterly

Councillor	Month	Inspection by	Parish Council Meeting	Document
Verification Councillor	June	End of second week July	July	Int Ctrl Checklist completion
Verification Councillor	September	End of second week October	October	Int Ctrl Checklist completion
Verification Councillor	December	End of second week January	January	Int Ctrl Checklist completion
Verification Councillor	March	End of second week April	April	Int Ctrl Checklist completion



CINDERFORD TOWN COUNCIL  
 INTERNAL CONTROL  
 MONTH:.....AUGUST 2023

All inspections, once completed must be filed in the Town Council office and retained with the minutes of the relevant meeting.

	TASK	SEEN		If "No" then comment required	Completed (Initial)
		YES	NO		
<b>FINANCIAL</b>					
1.	Bank Statements seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/			J
2.	Bank reconciliations seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/			J
3.	Annual PWLB Balance Statement seen – date:.....	/			J
4.	Invoice Folder completed for previous month and tallies with list of payments for full council meetings	/			J
5.	Aged Debtors List seen	/			J
6.	Banking received completed for previous month	/			J
7.	Last VAT return? Date:.....				
8.	Petty cash control Signing sheet completed Money tallies Float stored	N/A			
9.	Asset Register reviewed annually Date:.....				
<b>PAYROLL/STAFF</b>					
10.	Monthly payroll pack filed (previous month)	/			J
11.	TAX & NI paid & up to date	/			J
12.	NGPS pension contribution made	/			J
<b>MINUTES</b>					
13.	Minutes signed, dated & filed from previous month	/			J
<b>ROOM HIRE</b>					
14.	Events are booked in calendar. Invoices sent from previous month.	/			J
<b>HEALTH &amp; SAFETY</b>					
15.	Insurance in place	/			J
16.	Risk Assessments up to date and recorded	/			J
General comments/recommendations to improve services/processes					



CINDERFORD TOWN COUNCIL  
 INTERNAL CONTROL CHECKLIST  
 MONTH: AUGUST 2023

\*Discuss with staff/raise at Town Council meeting (delete as appropriate)

Audit Completed:	Signature	Date
Councillor	<i>[Signature]</i>	<i>[Signature]</i>
Finance Officer (AW)	<i>[Signature]</i>	11/10/23

Staff actions following audit (if applicable):

Actions Completed:	Signature	Date
Finance Officer (AW)	<i>[Signature]</i>	11/10/23
Clerk	<i>[Signature]</i>	12/10/2023

Items 1, 2 and 4 on internal control checklist verified monthly and reported to Full Council meeting.  
 All others a minimum of quarterly

Councillor	Month	Inspection by	Parish Council Meeting	Document
Verification Councillor	June	End of second week July	July	Int Ctrl Checklist completion
Verification Councillor	September	End of second week October	October	Int Ctrl Checklist completion
Verification Councillor	December	End of second week January	January	Int Ctrl Checklist completion
Verification Councillor	March	End of second week April	April	Int Ctrl Checklist completion



CINDERFORD TOWN COUNCIL  
 INTERNAL CONTROL CHECKLIST  
 MONTH: July 2023

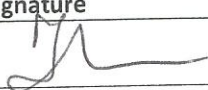
All inspections, once completed must be filed in the Town Council office and retained with the minutes of the relevant meeting.

	TASK	SEEN		If "No" then comment required	Completed (Initial)
		YES	NO		
<b>FINANCIAL</b>					
1.	Bank Statements seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/			JH
2.	Bank reconciliations seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/			JH
3.	Annual PWLB Balance Statement seen – date:.....	/			JH
4.	Invoice Folder completed for previous month and tallies with list of payments for full council meetings	/			JH
5.	Aged Debtors List seen	/			JH
6.	Banking received completed for previous month	/			JH
7.	Last VAT return? Date:.....				
8.	Petty cash control Signing sheet completed Money tallies Float stored		N/A		
9.	Asset Register reviewed annually Date:.....				
<b>PAYROLL/STAFF</b>					
10.	Monthly payroll pack filed (previous month)	/	/		JH
11.	TAX & NI paid & up to date	/	/		JH
12.	NGPS pension contribution made	/			JH
<b>MINUTES</b>					
13.	Minutes signed, dated & filed from previous month	/			JH
<b>ROOM HIRE</b>					
14.	Events are booked in calendar. Invoices sent from previous month.	/			JH
<b>HEALTH &amp; SAFETY</b>					
15.	Insurance in place	/			JH
16.	Risk Assessments up to date and recorded				
General comments/recommendations to improve services/processes					

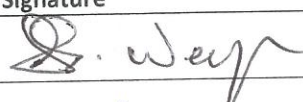



CINDERFORD TOWN COUNCIL  
INTERNAL CONTROL CHECKLIST  
MONTH:.....

**\*Discuss with staff/raise at Town Council meeting (delete as appropriate)**

Audit Completed:	Signature	Date
Councillor		30/8/23
Finance Officer (AW)		

Staff actions following audit (if applicable):

Actions Completed:	Signature	Date
Finance Officer (AW)		30/8/2023
Clerk		11/9/2023.

Items 1, 2 and 4 on internal control checklist verified monthly and reported to Full Council meeting.  
All others a minimum of quarterly

Councillor	Month	Inspection by	Parish Council Meeting	Document
Verification Councillor	June	End of second week July	July	Int Ctrl Checklist completion
Verification Councillor	September	End of second week October	October	Int Ctrl Checklist completion
Verification Councillor	December	End of second week January	January	Int Ctrl Checklist completion
Verification Councillor	March	End of second week April	April	Int Ctrl Checklist completion





CINDERFORD TOWN COUNCIL  
 INTERNAL CONTROL CHECKLIST  
 MONTH: June 2023

All inspections, once completed must be filed in the Town Council office and retained with the minutes of the relevant meeting.

	TASK	SEEN		If "No" then comment required	Completed (Initial)
		YES	NO		
<b>FINANCIAL</b>					
1.	Bank Statements seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/			JH
2.	Bank reconciliations seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/			JH
3.	Annual PWLB Balance Statement seen – date:.....	/			JH
4.	Invoice Folder completed for previous month and tallies with list of payments for full council meetings				
5.	Aged Debtors List seen	/			JH
6.	Banking received completed for previous month	/			JH
7.	Last VAT return? Date: <u>21/3</u> .....				
8.	Petty cash control Signing sheet completed Money tallies Float stored			N/A	
9.	Asset Register reviewed annually Date.....	/			JH
<b>PAYROLL/STAFF</b>					
10.	Monthly payroll pack filed (previous month)	/			JH
11.	TAX & NI paid & up to date	/			JH
12.	NGPS pension contribution made	/			JH
<b>MINUTES</b>					
13.	Minutes signed, dated & filed from previous month	/			JH
<b>ROOM HIRE</b>					
14.	Events are booked in calendar. Invoices sent from previous month.	/			JH
<b>HEALTH &amp; SAFETY</b>					
15.	Insurance in place	/			JH
16.	Risk Assessments up to date and recorded	/			JH
General comments/recommendations to improve services/processes					



CINDERFORD TOWN COUNCIL  
INTERNAL CONTROL CHECKLIST  
MONTH:.....

\*Discuss with staff/raise at Town Council meeting (delete as appropriate)

Audit Completed:	Signature	Date
Councillor		11/7/23
Finance Officer (AW)		11/07/2023

Staff actions following audit (if applicable):

Actions Completed:	Signature	Date
Finance Officer (AW)		
Clerk		

Items 1, 2 and 4 on internal control checklist verified monthly and reported to Full Council meeting.

All others a minimum of quarterly

Councillor	Month	Inspection by	Parish Council Meeting	Document
Verification Councillor	June	End of second week July	July	Int Ctrl Checklist completion
Verification Councillor	September	End of second week October	October	Int Ctrl Checklist completion
Verification Councillor	December	End of second week January	January	Int Ctrl Checklist completion
Verification Councillor	March	End of second week April	April	Int Ctrl Checklist completion



CINDERFORD TOWN COUNCIL  
 INTERNAL CONTROL CHECKLIST  
 MONTH:.....MAY 2023.....

All inspections, once completed must be filed in the Town Council office and retained with the minutes of the relevant meeting.

	TASK	SEEN		if "No" then comment required	Completed (Initial)
		YES	NO		
<b>FINANCIAL</b>					
1.	Bank Statements seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/	/		JH
2.	Bank reconciliations seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/	/		JH
3.	Annual PWLB Balance Statement seen - date:.....	/			JH
4.	Invoice Folder completed for previous month and tallies with list of payments for full council meetings	/			JH
5.	Aged Debtors List seen	/			JH
6.	Banking received completed for previous month	/			JH
7.	Last VAT return? Date: <u>21/5</u> .....	/			
8.	Petty cash control Signing sheet completed Money tallies Float stored	/	/	M/A	
9.	Asset Register reviewed annually Date.....	/			JH
<b>PAYROLL/STAFF</b>					
10.	Monthly payroll pack filed (previous month)	/			JH
11.	TAX & NI paid & up to date	/			JH
12.	NGPS pension contribution made	/			JH
<b>MINUTES</b>					
13.	Minutes signed, dated & filed from previous month	/			JH
<b>ROOM HIRE</b>					
14.	Events are booked in calendar. Invoices sent from previous month.	/			JH
<b>HEALTH &amp; SAFETY</b>					
15.	Insurance in place	/			JH
16.	Risk Assessments up to date and recorded	/			JH
General comments/recommendations to improve services/processes					



CINDERFORD TOWN COUNCIL  
 INTERNAL CONTROL CHECKLIST  
 MONTH: MAY 2023

\*Discuss with staff/raise at Town Council meeting (delete as appropriate)

Audit Completed:	Signature	Date
Councillor		11/07/23
Finance Officer (AW)		11/07/2023

Staff actions following audit (if applicable):

*K1/2*

Actions Completed:	Signature	Date
Finance Officer (AW)		
Clerk		

Items 1, 2 and 4 on internal control checklist verified monthly and reported to Full Council meeting.  
 All others a minimum of quarterly

Councillor	Month	Inspection by	Parish Council Meeting	Document
Verification Councillor	June	End of second week July	July	Int Ctrl Checklist completion
Verification Councillor	September	End of second week October	October	Int Ctrl Checklist completion
Verification Councillor	December	End of second week January	January	Int Ctrl Checklist completion
Verification Councillor	March	End of second week April	April	Int Ctrl Checklist completion