

CINDERFORD TOWN COUNCIL

INTERNAL COLTOBER 2023

	TASK		EEN	If "No" then comment	Completed
		YES	NO	required	(Initial)
	FI FI	INANC	IAL		
1.	Bank Statements seen monthly				k 2 /1
	for:-	1			19/1
	Lloyds 30-95-29, 00670558				المرا
	Lloyds 30-95-29, 00670442				
2.	Bank reconciliations seen monthly	1			
	for:-	1			
	Lloyds 30-95-29, 00670558	'			1 W
	Lloyds 30-95-29, 00670442				1 0
3.	Annual PWLB Balance Statement	1			///
	seen – date:	/			
4.	Invoice Folder completed for				้น
	previous month and tallies with				- 1
	list of payments for full council	1	ļ		
	meetings	,			
5.	Aged Debtors List seen				1//
6.	Banking received completed for	1			1 Syly
	previous month	1			501
7.	Last VAT return? Date:	./			
8.	Petty cash control		_/i		
	Signing sheet completed				6./
	Money tallies	/			1 W/ x
	Float stored				1-7-1
9.	Asset Register reviewed annually				
	Date				
	PAY	ROLL/	STAFF		
10.	Monthly payroll pack filed	1	1		17/
	(previous month)				C×
11.	TAX & NI paid & up to date	1			MM
					DY W.
12.	NGPS pension contribution made				
		MINUT	ES		
13.	Minutes signed, dated & filed from	/			14/
	previous month	/			01
		OOM	HIRE		
14.	Events are booked in calendar.	/			M
	Invoices sent from previous month.				1 4 1
		LTH &	SAFETY		¥ .
15.	Insurance in place				
16.	Risk Assessments up to date and	1	1		THI.
	recorded	/		i	ا/ لـئـــــــــــــــــــــــــــــــــــ
	1			prove services/processes	{/



CINDERFORD TOWN COUNCIL INTERNAL CONTROL CHECKLIST MONTH: OCTOBER 2023

*Discuss with staff/raise at	Town Council meeting	(delete as appropriate)
Didaga veteri comity imite and		<u> </u>

Audit Completed:	Signature,	Date	, 		
Councillor	ille	14	(u)	23	
Finance Officer (AW)	D. Var	14	ul	z3	

Staff actions following audit (if applicable):	
}	
	_

Actions Completed:	Signature	Date
Finance Officer (AW)	D. Wey	14/11/23
Clerk	Du Cener	14111123.

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



CINDERFORD TOWN COUNCIL INTERNAL CONTROL MONTH 2023

	TASK		EEN	If "No" then comment	Complet
		YES	NO	required	(Initial)
		NANC	IAL		
1.	Bank Statements seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/			H
2.	Bank reconciliations seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	1			M
3.	Annual PWLB Balance Statement seen – date:	1			4)1
4.	Invoice Folder completed for previous month and tallies with list of payments for full council meetings	1			31
5.	Aged Debtors List seen	/			1
6.	Banking received completed for previous month	1			11
7.	Last VAT return? Date:				
8.	Petty cash control Signing sheet completed Money tallies Float stored	M	A	-	JI
9.	Asset Register reviewed annually Date				
	PAY	ROLL/	STAFF		0
10.	Monthly payroll pack filed (previous month)	/	,		()
11.	TAX & NI paid & up to date	/			M
12.	NGPS pension contribution made				
		MINUT	ΓES		,
13.	Minutes signed, dated & filed from previous month	1			M
		OOM I	HIRE		
14.	Events are booked in calendar. Invoices sent from previous month.	1			8
	HEAI	.TH &	SAFETY	,	
15.	Insurance in place	1			1.
16.	Risk Assessments up to date and recorded	6		2	M
	General comments/recommen	ndatio	ne to in	nnrove services/nrocesses	



CINDERFORD TOWN COUNCIL INTERNAL CONTROL CHECKLIST MONTH: SEPTEMBER 2022

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

Audit Completed: Councillor	7/1	0
Finance Officer (AW)	D. Wey/	11/10/23

Staff actions following audit	(if applicable):	

Actions Completed:	Signature	Date
Finance Officer (AW)	S. Wey	11/10/23
Clerk	to a Dennesse	12110123

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



INTERNAL AUGUST 2023

	TASK		EN	If "No" then comment	Complete
		YES	NO	required	(Initial)
		NANC	IAL		
1.	Bank Statements seen monthly				ر ا
	for:-		,		
	Lloyds 30-95-29, 00670558	./			\mathcal{M}
	Lloyds 30-95-29, 00670442				
2.	Bank reconciliations seen monthly	ر ا			λ1
	for:-			4	101
	Lloyds 30-95-29, 00670558				
	Lloyds 30-95-29, 00670442				
3.	Annual PWLB Balance Statement				
	seen – date:	/			W/
4.	Invoice Folder completed for				1 D 1
	previous month and tallies with	/			1 9/1
	list of payments for full council				
	meetings				A
5.	Aged Debtors List seen				TYL
6.	Banking received completed for				11
	previous month				12/1
7.	Last VAT return? Date:				101
8.	Petty cash control		İ		
-	Signing sheet completed	١.	,		
	Money tallies	١٨	/ X		
	Float stored	1/11	1+3		ļ
9.	Asset Register reviewed annually				
	Date				
	PAY	ROLL/	STAFF		
10.	Monthly payroll pack filed	Γ.	T		TAI
	(previous month)				Ori
11.	TAX & NI paid & up to date	8			T MA
12.	NGPS pension contribution made	1			121
	<u> </u>	VINUT	ES		
13.	Minutes signed, dated & filed from	7			MA
	previous month				141
		OOM F	-URF		
14.	Events are booked in calendar.	J /	T		- [[/
14.	Invoices sent from previous month.	(
		TH R	SAFETY		1 1
15.	Insurance in place		JAILII		TIA
	Risk Assessments up to date and				1/47/
16.	-				11
	recorded		1	prove services/processes	



CINDERFORD TOWN COUNCIL INTERNAL CONTROL CHECKLIST MONTH: AUGUST 2025

*Diecuee with	staff/raise at	Town Cour	ncil meeting	(delete as	appropriate)
FJISCUSS WILL	Stall/ laise at	LOADII COG!		(

Audit Completed:	Signature,	Date
Councillor	Th	riler
Finance Officer (AW)	D. Ney	11/10/23

Staff actions following audit (if applicable):	
Juli deligio in the same the s	

Actions Completed:	Signature	Date
Finance Officer (AW)	Q. Well	超11/10/23
Clerk	I v Denless	1211012023

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



CINDERFORD TOWN COUNCIL
INTERNAL CONTROL CHECKLIST
MONTH:

	TASK		EEN	If "No" then comment	Comple
		YES	NO	required	(Initial)
	FI	INANC	IAL		~~
1.	Bank Statements seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442				n
2.	Bank reconciliations seen monthly for:- Lloyds 30-95-29, 00670558 Lloyds 30-95-29, 00670442	/			3/
3.	Annual PWLB Balance Statement seen – date:				11/
4.	Invoice Folder completed for previous month and tallies with list of payments for full council meetings	1			
5.	Aged Debtors List seen				7
6.	Banking received completed for previous month	/			F
7.	Last VAT return? Date:				
8.	Petty cash control Signing sheet completed Money tallies Float stored		4	K.	
9.	Asset Register reviewed annually Date				
	PAY	ROLL/S	STAFF		
10.	Monthly payroll pack filed (previous month)		/		
11.	TAX & NI paid & up to date				
12.	NGPS pension contribution made		+		N.
		MINUT	ES		
13.	Minutes signed, dated & filed from previous month	/			M
		OOM F	1IRE		
14.	Events are booked in calendar. Invoices sent from previous month.	/			1
	HEAI	TH &	SAFETY		Y Å
15.	Insurance in place				3/
16.	Risk Assessments up to date and recorded				



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

Discuss with staff/raise at Town	Council meeting	(delete as appropriate
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Audit Completed:	Signature	Date
Councillor		30/8/23
Finance Officer (AW)		

aff actions following audit (if ap	pilcable):	

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

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



CINDERFORD TOWN COUNCIL	
INTERNAL CONTROL CHECKLIST MONTH: 3023	
MONTH: 2022	

	TASK		EEN	If "No" then comment	Completed
		YES	NO	required	(Initial)
	F	INANC	IAL		
1.	Bank Statements seen monthly				ĺν.
	for:-				-1.47
	Lloyds 30-95-29, 00670558				
	Lloyds 30-95-29, 00670442				
2.	Bank reconciliations seen monthly				Nh
	for:-	/			
	Lloyds 30-95-29, 00670558	!			KII
	Lloyds 30-95-29, 00670442				100
3.	Annual PWLB Balance Statement				γ_{Λ}
	seen date:				H
4.	Invoice Folder completed for				9
	previous month and tallies with				1
	list of payments for full council				
	meetings				50
5.	Aged Debtors List seen				
6.	Banking received completed for	/			TN /
	previous month	/			14
7.	Last VAT return? Date:ふんんつ				
8.	Petty cash control			,	
	Signing sheet completed			MA	
	Money tallies		İ	NA	1
	Float stored			,	
9.	Asset Register reviewed annually		1		11
	Date	-			
	PAY	ROLL/	STAFF		
10.	Monthly payroll pack filed				T gM
	(previous month)				
11.	TAX & NI paid & up to date	,			uv
		a/			1 Hol
12.	NGPS pension contribution made	1,-	Ī		7//ز
		MINUT	ES		
13.	Minutes signed, dated & filed from	W	7		NA .
	previous month	A Second			-XS
		OOM I	HIRE		
14.	Events are booked in calendar.	T			T Yh
	Invoices sent from previous month.	/			
		LTH &	SAFETY	Υ	H
15.	Insurance in place				1 1/1
16.	Risk Assessments up to date and		1		1.71
	recorded				101
				mprove services/processes	



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

Discuss with staff/raise a	t Town Council meeting (delete	as appropriate)
•		
Audit Completed:	Signature	Date
Councillor		117/23
inance Officer (AW)	Q.Say	11/04/2023
Staff actions following au	dit (if applicable):	
Actions Completed:	Signature	Date
Actions Completed: Finance Officer (AW)	Signature	Date

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



CINDERFORD TOWN COUNCIL INTERNAL CONTROL CHECKLIST MONTH: 2023

	TASK		EEN	If "No" then comment	Complet
		YES	NO	required	(Initial)
	Fi	NANC	IAL		
1.	Bank Statements seen monthly				
	for:-	/			191
	Lloyds 30-95-29, 00670558	/			
	Lloyds 30-95-29, 00670442				<u> </u>
2.	Bank reconciliations seen monthly				,
	for:-		/		IMA
	Lloyds 30-95-29, 00670558	1		,	-131
	Lloyds 30-95-29, 00670442				
3.	Annual PWLB Balance Statement	7			L'11
	seen - date:	/			
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				η_{i}
	previous month				
7.	Last VAT return? Date:	/			
8.	Petty cash control		_		
	Signing sheet completed			M/A	
	Money tallies	/	1	14/24	İ
	Float stored			·	ا د
9.	Asset Register reviewed annually	/			M
	Date				121
	PAY	ROLL/	STAFF		
10.	Monthly payroll pack filed				\square_{M_A}
	(previous month)				17(
11.	TAX & NI paid & up to date	_			NI
12.	NGPS pension contribution made	_			
		VINUT	'ES		
13.	Minutes signed, dated & filed from				191
	previous month	_			HI
		OOM F	IIRE		· \
14.	Events are booked in calendar.				M.
	Invoices sent from previous month.	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		$ \mathcal{X} $
	··/	.TH & 9	SAFETY		12/
15.	Insurance in place				11/1
16.	Risk Assessments up to date and	/	<u> </u>		M
	recorded	'			//
	General comments/recommer		to i	numerous (numerous of	



CINDERFORD TOWN COUNCIL INTERNAL CONTROL CHECKLIST MONTH: 202

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

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

Staff actions following audit (if applicable):		
ki/L		

Actions Completed:	Signature	Date	
Finance Officer (AW)			
Clerk			

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