

Internal control procedures for Tiffield Parish Council – 6 monthly

Date of inspection: 06.10.21

Internal Control Councillors present: Cllr Laura Cook

WORK ELEMENT	INTERVAL	NOTES FOR INTERNAL CONTROL COUNCILLORS (ICC)	ICC OR FULL COUNCIL ACTION
INCOME AND EXPENDITURE ACCOUNT	QUARTERLY	Comments: All invoices tallied with the TPC accounts spreadsheet. No anomalies to report	
BANK STATEMENTS	QUARTERLY	Comments: All transactions listed on the three bank accounts tallies with the TPC accounts spreadsheet. Nothing unusual to report	
PETTY CASH	QUARTERLY	Comments: A sum of money is being held as petty cash from collection at the BBQ. They are being held by Cllr Chaplin for use as potential prize money for the 100 club	
COMPUTER FILES	QUARTERLY	Comments: Recent repair of the laptop means the computer is now working satisfactorily. Other software is held securely and all files regularly backed up – on at least a weekly basis	
PAYE	6 MONTHLY	Comments: All details and payments in order and up to date	
ASSET REGISTER	6 MONTHLY	Comments: All assets clearly listed (except the new play equipment at Claydons Field)	To be updated with the new play equipment at Claydons Field
CONTRACTORS	6 MONTHLY	Comments: Current contracts and liability details up to date and clear in the files	

CORRESPONDENCE	6 MONTHLY	Comments: All lists of correspondence are clear each month and updated accordingly	

Version 1.0