

Internal Control	Checklist	Approved	Date
<b>Proper Bookkeeping</b>	Is the ledger maintained and up to date		
	Is the ledger arithmetic correct		
	Is the ledger balanced regularly		
<b>Standing Orders, Financial Regulations &amp; Payment Controls</b>	Has the council formally adopted standing orders and financial regulations		
	Are goods and services competitively purchased		
	Are payments in the ledger supported by invoices, authorised and minuted		
	Has VAT been recorded		
	Has Section 137 expenditure been separately recorded		
<b>Risk Management</b>	Review minutes and ledger for unusual activity		
	Is the annual risk assessment recorded in the minutes		
	Is insurance cover adequate and appropriate		
	Are financial controls documented and reviewed regularly		
<b>Budgetary Controls</b>	Has the council prepared an annual budget to support the precept		
	Is actual expenditure against the budget regularly reported to the council		
	Are there any significant unexplained variances to the budget		
<b>Income Controls</b>	Does the precept recorded agree to South Norfolk's District Council's notification		
	Are invoices from the council sent out when due, and payments chased as appropriate		
<b>Asset Controls</b>	Is the asset register up to date		
	Do asset valuations agree with insurance provisions as appropriate		
	Are all bank accounts reconciled regularly		
	Are there any unexplained balancing entries		
	Is the value of investments summarised on the reconciliation		
<b>Year End Procedures</b>	Are year-end accounts prepared on the correct accounting basis		
	Do accounts agree with the ledger, bank statements		
	Is there an audit trail from financial records		
	Is the audit return correct, balanced to the ledger and to the income and expenditure summary		
	Has the internal auditor for year-end accounts been approved by council and minuted		

Signed  
Cllr.  
Signed  
Cllr.

Date  
Date