

# HEVENINGHAM PARISH COUNCIL

## Internal Control Policy & Checklist

VAT correctly accounted for	<i>S. Sillis</i>
S137 correctly accounted for	N/A <i>S. Sillis</i> Statement
Regular financial and budget reviews with Council	Statement of accounts presented at each council meeting <i>S. Sillis</i>
Minutes properly numbered and filed	<i>S. Sillis</i>
Adoption of Code of conduct and Declaration of Acceptance of office complete	18.05.2016 Code Conduct <i>S. Sillis</i>
Documents filed clearly and completely	<i>S. Sillis</i>

Date of Review of internal System 20/3/17

Carried out by Sarah Sillis

Signature *S. Sillis*

Clerk/RFO ~~K. [Signature]~~

Signature

Presented to Council Date \_\_\_\_\_

Minute \_\_\_\_\_

Additional comments by Reviewer

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