

**HEVENINGHAM PARISH COUNCIL INTERNAL FINANCIAL CONTROL CHECK**

<p><b>Accounts</b></p> <p>Are bank statements available and properly reconciled with the accounts? Is there an audit trail for payments? Invoices correctly raised, cheques correctly drawn and dual signed, presented and recorded in bank account? Has VAT been properly recorded?</p> <p><b>Budgetary Controls</b></p> <p>Has the Council prepared an annual budget to support the precept? Is actual expenditure against budget reported regularly to Council? Does the precept accord with the District Council's notification?</p> <p><b>Year End Procedures</b></p> <p>Are year end accounts correctly prepared? Do accounts agree with ledger and bank statements? Are there any unexplained balancing entries? Is there an audit trail from financial records? Is the audit return correct, balanced to the ledger and to the income and expenditure summary? Have the Internal and External Auditors reports been received and considered? Have previous Audit recommendations been implemented?</p> <p><b>Assets</b></p> <p>Is the Asset Register up to date? Do asset valuations agree with insurance provisions as appropriate?</p>	
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**Check undertaken on.....**

**By.....**

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**Comments:**