

Review and Adoption of Financial and Standing Orders	Yes	Reviewed yearly. Next review due in March 2020
Regular reporting on performance by contractors	Yes	Currently only grass cutting of playing field. Reviewed quarterly
Annual review of contracts (where appropriate)	Yes	Currently only grass cutting of Playing field
Regular bank reconciliation, independently reviewed	Yes	Reconciliation statements produced quarterly
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes	At each PC Meeting
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	Yes	
Payments supported by invoices, authorised and minuted	Yes	Payments authorised at each monthly meeting, authorised and minuted.
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Yes	Bank Statements provided to Council Meetings upon receipt.
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	yes	
Contracts of employment for staff  Contract annually reviewed  Updating records to record changes in relevant legislation  PAYE/NIC properly operated by the Council as an employer	Yes	Staff contracts currently undergoing review.  PAYE operated and submitted to HMRC monthly.
Staff details eg salary – held in a secure and appropriate maner.	Yes	
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	Yes	VAT claimed at the end of each financial year. Next claim to be made in April 2020
CIL expenditure recorded and reported to PC and District in accordance with legislation	Yes	
Regular financial reporting to Parish Council	Yes	At each PC Meeting
Regular budget monitoring statements as reported	Yes	At each PC Meeting