

Document Control
This revision adopted
Meeting minute:

17th September 2024
24.09e.05

Next review date:

September 2026

Old Buckenham
Parish Council



Old Buckenham Parish Council Internal Control Form

CHECK 1 (April – June)

1. Please check at least three payments and receipts

Please advise Cheque Nos. P031 / P024 / P001

Receipt Nos. R001 / R003 / R004

2. Please advise if the end of the year receipts and payments have been advised to the Parish Council Yes / No Date of meeting 06/05/2026

3. Has a bank reconciliation for all bank accounts been undertaken for the end of year and presented to the Parish Council? Yes / No
Date of meeting 06/05/2026

4. Have the end of year salary returns been made:

To a Pension Fund Yes / No N/A

Inland Revenue Yes / No

Any other comments.....

Reported to Council Meeting on 02/07/2026

Signature [Signature] Date 4/6/2026

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