Old Buckenham
Parish Council

Document Control
This revision adopted September 2026
Meeting minute: 26.09.09

Next review date: September 2027

Old Buckenham Parish Council
Internal Control Form

CHECK 1 (April – June)

1. Please check at least three payments and receipts

   Please advise Cheque Nos……………/…………………./…………………….

   Receipt Nos……………/…………………./…………….. ……

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

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………………………..

4. Have the end of year salary returns been made:
   To a Pension Fund Yes / No
   Inland Revenue Yes / No

Any other comments……………………………………………………….

Reported to Council Meeting on………………………………………….

Signature………………………………………Date………………………

CHECK 2 (July- September)

1. Please check at least three payments and receipts

   please advise Cheque Nos……… …/…………………/………………

   Receipt Nos………… /…………………/……………….

2. Please check a VAT Return.
   Has the return been submitted on time Yes / No. Is the return correctly totalled Yes / No Are all entries legitimate. Yes / No

3. Has the Annual Return been presented to Council, agreed, signed and submitted to the External Auditor? Yes / No Date of meeting…………
   Has a report from the Internal Auditor been presented to the Parish Council Yes / No Date of meeting……………………………..

4. Has a bank reconciliation for the current account been carried out on a monthly basis ? Yes / No

Any other comments……………………………………………………………

REPORTED TO COUNCIL MEETING ON…………………………………………………

Signature………………………………………..Date……………………………

CHECK 3 (October – December)

1. Please check at least three payments and receipts

   please advise Cheque Nos…………… /….……………/…………….

   Receipt Nos……………/………………./..……………

2. Please check staff time sheets. Have they been regularly submitted and authorised. Yes / No

3. Have salaries been correctly calculated? (Please check hours worked against salary rates and the actual payroll) Yes / No
   Have monthly payments been sent to Inland Revenue in the last quarter for PAYE and NIC Yes / No

4. Have receipts and payments been presented to the Parish Council against budget estimates in the last six months? Yes / No
   Date of meeting………..

Any other comments…………………………………………………

Reported to Council Meeting on………………………………………

Signature……………………………..Date……………………………

CHECK 4 (January – March)

1. Please check at least three payments and receipts

   please advise Cheque Nos……………..../…………………/……………..

   Receipt Nos……………../…………………/……………..

2. Has budget for the following year been presented to council and approved
   Yes / No Date of meeting…………………..

3. Has the agreed precept request been submitted to Breckland Council?
   Yes / No………………….

4. Please advise the dates when the financial regulations and standing orders were reviewed by the Parish Council.

Financial Regulations……………Standing Orders…………………..

Any other comments……………………………………………………
Reported to Council meeting on……………………………………….

Signature………………………………….Date…………………………