



# CAYTHORPE

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## Parish Council

### Review of Internal Controls

It is the responsibility of the Council to monitor its Controls in order to prevent and detect fraud and corruption and review its effectiveness.

The following measures need to be in place:

- Keeping proper financial records in accordance with statutory requirements including:
  - a) Financial Regulations updated and regularly reviewed
  - b) Monthly bank reconciliations
  - c) Budget Monitoring
  - d) Payment Controls
  - e) Regular returns of VAT
  - f) Regular returns to HMRC
- Regular review of insurance regarding:
  - a) Updated Asset Register
  - b) Adequate cover for physical assets
  - c) Adequate fidelity guarantee
  - d) Adequate public liability
- Ensuring all requirements are met under employment law and regulations including:
  - a) Annual review of contract of employment
- Standing Orders
- Proper document control including accurate minute keeping
- Adoption of Codes of Conduct for members and employees
- Review of Risk Assessment