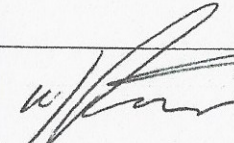

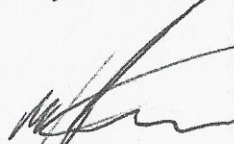
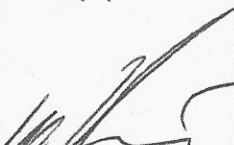


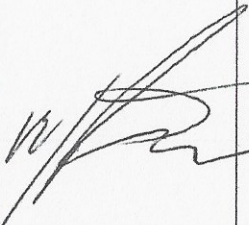
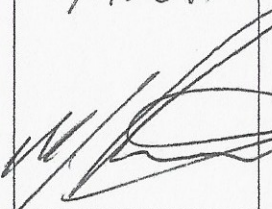
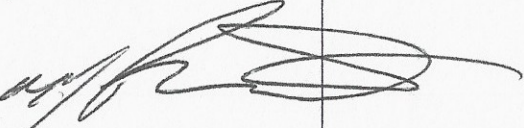
Tuxford Town Council – Internal Control Testing | 2025/26

Internal Control	Testing	Comments	Checked
Budgetary Controls	<ul style="list-style-type: none"> • Has the council prepared an annual budget in support of its precept? • Is actual expenditure against the budget regularly reported to the council? • Are there any significant unexplained variances from budget? 		 G. Frost
Income Controls	<ul style="list-style-type: none"> • Is income properly recorded and promptly banked? • Does the precept recorded agree to the Council Tax authority's notification? • Are security controls over cash and near-cash adequate and effective? 	Challenged & Proven correct	G. Frost 
Petty Cash Procedures	<ul style="list-style-type: none"> • Is all petty cash spent recorded and supported by VAT invoices/receipts? • Is petty cash expenditure reported to each council meeting? • Is petty cash reimbursement carried out regularly? 	at the meetings	G. Frost 
Payroll Controls	<ul style="list-style-type: none"> • Do all employees have contracts of employment with clear terms and conditions? • Do salaries paid agree with those approved by the council? • Are other payments to employees reasonable and approved by the council? • Have PAYE/NIC been properly operated by the council as an employer? 	subject to Annual Review	G. Frost 

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Internal Control	Testing	Comments	Checked
Assets Controls	<ul style="list-style-type: none"> • Does the council maintain a register of all material assets owned or in its care? • Are the assets and Investments registers up to date? • Do asset Insurance valuations agree with those in the asset register? 	/05	<p style="text-align: center;">C. Frost</p> <p style="text-align: center;"><i>[Signature]</i></p>
Bank Reconciliation	<ul style="list-style-type: none"> • Is there a bank reconciliation for each account? • Is a bank reconciliation carried out regularly and in a timely fashion? • Are there any unexplained balancing entries in any reconciliation? • Is the value of investments held summarised on the reconciliation? 		<p style="text-align: center;">C. Frost</p> <p style="text-align: center;"><i>[Signature]</i></p>
Year-end procedures	<ul style="list-style-type: none"> • Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)? • Do accounts agree with the cashbook? • Is there an audit trail from underlying financial records to the accounts? • Where appropriate, have debtors and creditors been properly recorded? • 		<p style="text-align: center;">C. Frost</p> <p style="text-align: center;"><i>[Signature]</i></p>
Proper book keeping	<ul style="list-style-type: none"> • Is the cash book maintained and up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced? 		<p style="text-align: center;">C. Frost</p> <p style="text-align: center;"><i>[Signature]</i></p>

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Internal Control	Testing	Comments	checked
a) Standing Orders and Financial Regulations adopted and applied: and b) payments control	<ul style="list-style-type: none"> • Has the council formally adopted standing orders and financial regulations? • Has a Responsible Finance Officers been appointed with specific duties • Have items or services above the de minimus amount been competitively purchased? • Are payments in the cashbook supported by invoices authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is s137 expenditure separately recorded and within statutory limits? 	yes	C. Frost 
Risk management arrangements	<ul style="list-style-type: none"> • Does a review of the minutes identify any unusual financial activity? • Do minutes record the council carrying out an annual risk assessment? • Is insurance cover appropriate and adequate? • Are internal financial controls documented and regularly reviewed? 		C. Frost 
Name of persons carrying the internal audit testing	1) C. Frost C. Frost 2) M. Richards  Date: 12-2026.		