

Council:
Year

MILLBROOK PC
2021/22

Topic	Yes	No	n/a	Actions Required	Notes
Insurance	✓				
		✓		*	Only £150k. Bal + 1/2 precept is over £275k
Precept	✓				
	✓				
	✓				
Fixed Assets	✓				
Risk	✓				Financial Risk scheme - change wording Strategic Risk Scheme.
Internal Control	✓				
GDPR	✓				
Payroll	✓				
		✓		*	need to ensure effective dates are minuted
	✓				
	✓				
Petty Cash	✓				
VAT	✓				Timings of claims to be amended
			✓		
Standing Orders	✓				
			✓		
Financial Regulations	✓				
			✓		
Bank	✓				
Other receipts tested	✓				Low interest rates held.
	✓			*	need to ensure effective dates are minuted
Other payments tested	✓				Note: should avoid using clerk's personal account for online payments.
	✓				
	✓				
Annual Return/AGAR	✓				
Internal/External audit	✓				
Covid-19 implications			✓		
	✓				online banking/process in place.
Transparency Code 2014/website	✓				
AGAR - correct approvals					Copy of ARAG once approved
Public Rights	✓				
Audit closure	✓				

J Snooks
2/5/22

Burials - Honor says 135 ERCA/paperwork
burial reg 135.

- No disposal cert for Dawn Ward + wrong G/S ref.
- Burial reg - 2 burial dates are dead/white.
- Janet Blagden not in burial register
- Reservations without paying / Excl Rights cert.