

Internal control procedures for Tiffield Parish Council – 3 Monthly

Date of inspection: 21.07.26

Internal Control Councillors present: Cllr Holdridge & Cllr German

WORK ELEMENT	INTERVAL	NOTES FOR INTERNAL CONTROL COUNCILLORS (ICC)	ICC OR FULL COUNCIL ACTION
INCOME AND EXPENDITURE ACCOUNT	QUARTERLY	Comments: Audit completed by Holdridge and German. Invoice 20 and 26 discrepancies. Invoices from 1 to 40 checked.	ICC Clerk to amend standing order and balance books.
BANK STATEMENTS	QUARTERLY	Comments: Statements 181,182,183 cross checked with the I and E accounts. Investment Account Statement numbers 148 to 150 completed. Lloyds Pocket park account audit completed.	No actions.
PETTY CASH	QUARTERLY	Comments: None held	
COMPUTER FILES	QUARTERLY	Comments: Computer files backed up onto external hard drive which is kept in a water and fireproof bag	

Version 1.0