

Transparency Check List

Council Name _____

Turnover _____

Website Address _____

		✓	Comment
1.	All financial transactions +£100 inc: Date Summary Vat identified		
2.	Year End Accounts		
3.	Annual Gov. Statement		
4.	Internal Audit Report		
5.	List of Councillors & responsibilities		
6.	Public land & buildings asset list		
7.	Agenda		
8.	Associated Agenda papers		

9.	Minutes		
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Notes

		Comment
1.	All financial transactions +£100 inc: Date Summary Vat identified	
2.	Year End Accounts	1) Annual Return form section 2 (or same format) 2) Copy of bank reconciliation 3) Significant variances explanation 4) Explanation of any difference between balances carried forward 5) Investments explanations
3.	Annual Gov. Statement	Annual Return section 1
4.	Internal Audit Report	Annual Return
5.	List of Councillors & responsibilities	
6.	Public land & buildings asset list	
7.	Agenda	
8.	Associated Agenda papers	Additional papers published with agenda e.g. accounts, reports.
9.	Minutes	Draft minutes published within one month of meeting.