Normanton on Soar Parish Council

Transparency Code Checklist (Turnover less than £25,000)

#	Requirement	Details	Tick When Complete
1	**Items of Expenditure Over £100**	List all payments >£100, including date, purpose, amount, non-recoverable VAT. Publish online by 1 July.	☐
2	**End-of-Year Accounts**	Prepare Statement of Accounts (Annual Return Section 2), include bank reconciliation, significant variances, and balance explanations. Signed by RFO. Publish online by 1 July.	☐
3	**Annual Governance Statement**	Complete Annual Return Section 1, explain any "no" responses and corrective actions. Signed by Chair. Publish online by 1 July.	☐
4	**Internal Audit Report**	Obtain signed internal audit report (Annual Return Section 4) and explanations for adverse/not covered responses. Publish online by 1 July.	☐
5	**Councillor Responsibilities**	Publish councillor names, committees/offices held, representation on external bodies. Update annually by 1 July.	☐
6	**Assets – Land & Buildings**	Publish asset register including description, location, owner, date/cost of acquisition, present use. Update online by 1 July.	☐
7	**Meetings – Agendas & Minutes**	Agendas and papers at least 3 clear days before meetings; draft minutes no later than 1 month after meetings. Publish online.	☐
8	**Publication Platform**	Ensure all required documents are publicly accessible free of charge on the Parish Council website or equivalent platform.	☐
9	**Annual Review & Update**	Review and update checklist before 1 July each year. Record compliance for audit purposes.	☐

Instructions: - Complete each section and tick the box when done. - Maintain this document as part of the council's governance records. - Review annually prior to 1 July to ensure ongoing compliance with the Transparency Code for Smaller Authorities.1