

Period Inspected : OCT - DEC 2021,

| | Task | Seen | | If "No" then comment required | Completed |
|---|--|------|----|-------------------------------|-----------|
| | | Yes | No | | |
| Financial | | | | | |
| 1 | All bank statements filed (all accounts) | ✓ | | | |
| 2 | Bank Reconciliation completed monthly | ✓ | | | |
| 3 | Invoice folder completed for previous month, invoices initialled by two bank signatories and agree to payments on bank account | ✓ | | | |
| 4 | Banking received completed for previous month | ✓ | | | |
| 5 | Date of last VAT refund? | ✓ | | | 10/8/21 |
| Payroll/Staff | | | | | |
| 6 | Monthly Payroll pack filed (previous month) | ✓ | | | |
| 7 | TAX & NI Paid up to date; amounts checked to PAYE provider report | ✓ | | | |
| 8 | Pension contribution | | ✓ | | |
| Minutes | | | | | |
| 9 | Minutes signed, dated, page numbered & filed | ✓ | | | |
| Miscellaneous | | | | | |
| 16 | Notice boards up to date | ✓ | | | |
| 17 | Website updated regularly | ✓ | | | |
| 18 | Correspondence received has been forwarded onto Councillors | ✓ | | | |
| 19 | Correspondence responded to | ✓ | | | |
| Health and Safety | | | | | |
| 20 | Financial Risk Assessments up to date and recorded | ✓ | | | |
| General comments/recommendations to improve services | | | | | |
| | | | | | |

Audit completed

Councillor..... 

Dated 8/2/22

Clerk/RFO

Actions completed

Councillor.....

Dated

Clerk/RFO