

Period Inspected : 4/4 up to end June 2022

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
<b>Financial</b>					
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?			29/06/22	
<b>Payroll/Staff</b>					
6	Monthly Payroll pack filed (previous month)	✓			
7	TAX & NI Paid up to date; amounts checked to PAYE provider report	✓			
8	Pension contribution	<del>✓</del>	✓		
<b>Minutes</b>					
9	Minutes signed, dated, page numbered & filed	✓			
<b>Miscellaneous</b>					
16	Notice boards up to date	✓			
17	Website updated regularly	✓			
18	Correspondence received has been forwarded onto Councillors	✓			
19	Correspondence responded to	✓			
<b>Health and Safety</b>					
20	Financial Risk Assessments up to date and recorded	✓			
<b>General comments/recommendations to improve services</b>					

**Audit completed**

Councillor..... 

Dated 22/8/22

Clerk/RFO..... 

**Actions completed**

Councillor..... 

Dated 22/08/22

Clerk/RFO..... 