

Period Inspected : July.....August.....SEPTEMBER 2022

	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?	✓		£1297.33	16/10/2022
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		N/A		
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	✓		REVIEWED ANNUALLY	
Health and Safety					
20	Financial Risk Assessments up to date and recorded	✓			
General comments/recommendations to improve services					

Audit completed
Councillor.....T. E. Bough.....

Dated.....16/10/2022.....

Clerk/RFO.....D. Sell.....

Actions completed
Councillor.....

Dated.....

Clerk/RFO.....