

Period Inspected : OCTOBER NOVEMBER DECEMBER

	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 29/6/2022	
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	✓			
Health and Safety					
20	Financial Risk Assessments up to date and recorded	✓		REVIEWED ANNUALLY	
General comments/recommendations to improve services					

Audit completed J. Bond
Councillor.....

Dated 4/2/2023.....

Clerk/RFO [Signature].....

Actions completed
Councillor.....

Dated

Clerk/RFO