

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?	✓		30 th MAY 2023 £1065.91	
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

Councillor..... T. J. Barant

Dated 30/12/23

Clerk/RFO.....

Actions completed

Councillor.....

Dated

Clerk/RFO

Mears Ashby Parish Council

Internal Control Procedure adopted 13th May 2019 – Approved 11 May 2020 – Re-adopted May 21 – Re-adopted May 22