

Period Inspected : JANUARY FEBRUARY MARCH 2024

	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?	✓		30 <sup>TH</sup> MAY 2023 1065-91	
<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	NA			
<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			REVIEWED ANNUALLY	
<b>General comments/recommendations to improve services</b>					

**Audit completed**  
 Councillor..... T. J. Bond ..... Dated ..... 1/4/24 .....

Clerk/RFO .....

**Actions completed**  
 Councillor..... Dated .....

Clerk/RFO .....