

Appendix A

All Inspections, once completed must be filed in the Parish Council office and retained for a period of 12 months

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
<b>Financial</b>					
1	All bank statements filed (all accounts)	✓			<i>[Signature]</i>
2	Bank Reconciliation completed for previous month	✓			<i>[Signature]</i>
3	Payments folder completed for previous month	✓			<i>[Signature]</i>
4	Income received completed for previous month	✓			<i>[Signature]</i>
5	Date of last VAT refund?	✓		19/7/2017 £429.37	<i>[Signature]</i>
6	Cash Control <ul style="list-style-type: none"> <li>• Cash banked under dual control</li> <li>• Cash banked at different times of the week</li> <li>• Float stored and managed in floor safe</li> </ul>	N/A	✓		<i>[Signature]</i>
<b>Payroll/Staff</b>					
6	Monthly Payroll pack filed (previous month)	✓		See Payments Authorised	<i>[Signature]</i>
7	TAX & NI Paid up to date	✓		See Payments Authorised	<i>[Signature]</i>
8	Pension contribution	N/A			<i>[Signature]</i>
<b>Minutes</b>					
9	Minutes signed, dated & filed from previous month	✓			<i>[Signature]</i>
<b>Community Centre - Hire</b>					
14	Form, Insurance, payment for each event booked	N/A	✓		<i>[Signature]</i>
15	Diary up to date (check form to diary entry)	N/A	✓		<i>[Signature]</i>
<b>Miscellaneous</b>					
16	Internal and external Notice boards up to date	✓			<i>[Signature]</i>
	<b>Task</b>	<b>Seen</b>		<b>Comment</b>	<b>Completed</b>
		<b>Yes</b>	<b>No</b>		
<b>Health and Safety</b>					
17	Risk Assessments up to date and recorded	✓		Minute 354/17 May 2017 Approved	<i>[Signature]</i>

**General comments/recommendations to improve services**

\*Discuss with staff/Raise at Parish Council Meeting (\*delete one)

**Audit completed**

Councillor.......... Dated 7/1/2018.....  
Clerk/RFO .....

**Actions completed**

Councillor..... Dated .....

Clerk/RFO .....