

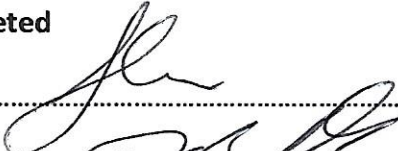
Appendix A


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)				✓
2	Bank Reconciliation completed for previous month				✓
3	Payments folder completed for previous month				✓
4	Income received completed for previous month				✓
5	Date of last VAT refund?			19/7/2017 £429.37	✓
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			
<b>Payroll/Staff</b>					
6	Monthly Payroll pack filed (previous month)			See Payments Authorised	✓
7	TAX & NI Paid up to date			See Payments Authorised	✓
8	Pension contribution	N/A			
<b>Minutes</b>					
9	Minutes signed, dated & filed from previous month				✓
<b>Community Centre - Hire</b>					
14	Form, Insurance, payment for each event booked	N/A			
15	Diary up to date (check form to diary entry)	N/A			
<b>Miscellaneous</b>					
16	Internal and external Notice boards				✓

Health and Safety					
17	Risk Assessments up to date and recorded			Minute 551/18 May 2018 Approved	✓
General comments/recommendations to improve services					
<p>*Discuss with staff/Raise at Parish Council Meeting (*delete one)</p>					

**Audit completed**

Councillor.......... Dated ..... 8/7/18 .....

Clerk/RFO ..........

**Actions completed**

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

Clerk/RFO .....