

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?	✓		18/10/18 = £571.87	
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 up to date	✓			
	<b>Task</b>	<b>Seen</b>		<b>Comment</b>	<b>Completed</b>
		<b>Yes</b>	<b>No</b>		

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

**Audit completed**

Councillor.....*[Signature]*

Dated.....*1st May, 2019*

Clerk/RFO.....*[Signature]*

**Actions completed**

Councillor.....

Dated.....

Clerk/RFO.....