

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	Invoice folder completed for previous month	✓			
4	Banking received completed for previous month	✓			
5	Date of last VAT refund?	✓			
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)	✓			
7	TAX & NI Paid up to date	✓			
8	Pension contribution		N/A		
<b>Minutes</b>					
9	Minutes signed, dated & filed from previous month	✓			
<b>Miscellaneous</b>					
16	Internal and external Notice boards up to date	✓			
17	Current Insurance Policy in Place Renewal Date: <b>18 March GHPFA</b> <b>16 May GHPC</b>	✓		Renewal Date <b>16 May 2020 GHPC</b> Renewal Date <b>18 March 2020 GHPFA</b>	
<b>Health and Safety</b>					
17	Risk Assessments up to date and recorded	✓			

General comments/recommendations to improve services

Outstanding  
Incorrect payments received into accounts  
of 2,270.79  
Outstanding cheque (A.C. Print of 80.  
All accounted for

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

Audit completed

Councillor.....

Clerk/RFO .....

Dated .....

Actions completed

Councillor.....

Clerk/RFO .....

Dated .....