

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		
Financial					
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"> • Cash banked under dual control • Cash banked at different times of the week • Float stored and managed in floor safe 	✓			
Payroll/Staff					
6	Monthly Payroll pack filed (previous month)	✓			
7	TAX & NI Paid up to date	✓			
8	Pension contribution	✓			
Minutes					
9	Minutes signed, dated & filed from previous month	✓			
Miscellaneous					
16	Internal and external Notice boards up to date	✓			
17	Current Insurance Policy in Place Renewal Date: 18 March GHPFA 16 May GHPC	✓		Renewal Date 16 May 2020 GHPC Renewal Date 18 March 2020 GHPFA	
Health and Safety					
17	Risk Assessments up to date and recorded	✓			

General comments/recommendations to improve services				
*Discuss with staff/Raise at Parish Council Meeting (*delete one)				

Audit completed

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

Dated *16th April, 2020*

Actions completed

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

Dated *16th April, 2020*