

## 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?	✓		22 June 2020 = £1062.98	
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>	✓			
Payroll/Staff					
6	Monthly Payroll pack filed (previous month)	✓			
7	TAX & NI Paid up to date	✓			
8	Pension contribution	✓		N/A	
Minutes					
9	Minutes signed, dated & filed from previous month	✓		See Website	
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 2021 GHPC Renewal Date 18 March 2021 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.....

Dated .....

Clerk/RFO .....

**Actions completed**

Councillor.....

Dated .....

Clerk/RFO .....