

## 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?	✓		22.6.20 £1068.58	
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			
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	✓			
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	✓			

<b>General comments/recommendations to improve services</b>					
	<p><u>NONE</u></p>				
<p>*Discuss with staff/Raise at Parish Council Meeting (*delete one)</p>					

**Audit completed**

Councillor.....

Clerk/RFO .....

Dated ..... 16th March 2021

**Actions completed**

Councillor.....

Clerk/RFO .....

Dated ..... 16th March 2021