

Appendix A

APRIL - JUNE 2021

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	Comple ted
		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?	✓		£780.06 5/7/21	✓
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			NOT APPLICABLE	
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 15 May 2021 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					
<p><i>All in order</i></p>					
<p><small>*Discuss with staff/Raise at Parish Council Meeting (*delete one)</small></p>					

Audit completed

Councillor.....

Dated

Clerk/RFO

Actions completed

Councillor.....

Dated

Clerk/RFO