

Appendix A

Period From.....APRIL 2022..... ToJUNE 2022.....

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)	✓ <i>online</i>			✓
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?	✓		16 June 2022 £1674.20	✓
6	Cash Control <ul style="list-style-type: none">Cash banked under dual controlCash banked at different times of the weekFloat stored and managed in floor safe		✓ <i>N/A</i>	NON-APPLICABLE AS NO CASH HANDLED	✓
Payroll/Staff					
6	Monthly Payroll pack filed (previous month)	✓			✓
7	TAX & NI Paid up to date	✓			✓
8	Pension contribution		✓ <i>N/A</i>	NON-APPLICABLE AS NO PENSION PAID	✓
Minutes					
9	Minutes signed, dated & filed from previous month	✓			✓
Miscellaneous					
10	Internal and external Notice boards up to date	✓			✓
11	Current Insurance Policy in Place Renewal Date: 15 March 2023	✓		Renewal Date 15 March 2023	✓
Health and Safety					
12	Risk Assessments up to date and recorded	✓			✓

Great Houghton Parish Council

Internal Control Procedure Adopted 14 May 2019, Re-adopted May 20, Re-adopted May 21 – Re-adopted 22

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

Audit completed

Councillor Paul Williams

Dated 19/07/2022

Clerk/RFO

Actions completed

Councillor.....

Dated

Clerk/RFO