

Appendix A

Period From July 2022 To September 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)	✓			✓
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?	✓		27/05/22.	✓
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		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					
10	Internal and external Notice boards up to date	✓			✓
11	Current Insurance Policy in Place Renewal Date:	✓		Renewal Date 15 March 2023	✓
Health and Safety					
12	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.....*Sarah Williams*.....

Dated*04/11/2022*.....

Clerk/RFO*A Kelly*.....

Actions completed

Councillor.....*Sarah Williams*.....

Dated*04/11/2022*.....

Clerk/RFO*A Kelly*.....