

Appendix A

Period From January 2023 To March 2023

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?	✓		16/07/21 16/06/2022	✓
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 		N/A	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	✓		for mins need to be signed	
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			To be completed Annual Mgt next week	

General comments/recommendations to improve services

*Discuss with staff/Raise at Parish Council Meeting (*delete one)

Audit completed

Councillor.....

Clerk/RFO

Dated 15/05/2023

Actions completed

Councillor.....

Dated

Clerk/RFO