

# Appendix A

Period From.....October 2023..... To .....December 2023.....

All Inspections, once completed must be filed in the Parish Council office and retained for a period of 12 months

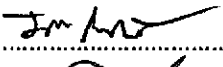

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
Financial					
1	All bank statements filed (all accounts)	✓			
2	Bank Reconciliation completed for previous month	✓			
3	Invoice folder completed for previous month	✓			
4	Banking received completed for previous month	✓			
5	Date of last VAT refund?	✓		£1861.17 - 22 May 2023	
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					
10	Internal and external Notice boards up to date	✓			
11	Current Insurance Policy in Place Renewal Date:	✓		Renewal Date 15 March 2024	
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 – Re-adopted June 23

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

**Audit completed**

Councillor.....  
Clerk/RFO.....

Dated .....5/1/24.....

**Actions completed**

Councillor.....  
Clerk/RFO .....

Dated .....