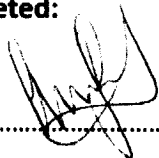


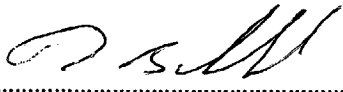
Period Inspected: ... January to March 2021

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
Financial					
1	All bank statements filed. (all accounts)	✓			
2	Bank Reconciliation completed monthly	✓			
3	Invoice folder completed for previous month, invoices initialled by two bank signatories and agree to payments on bank account	✓		In response to COVID restrictions invoices scanned and forwarded to bank signatories for approval	
4	Banking received completed for previous month	✓			
5	Date of last VAT refund?			8/07/2020	
Payroll/Staff					
6	Monthly Payroll pack filed (previous month)	✓			
7	TAX & NI Paid up to date; amounts checked to PAYE provider report	✓			
8	Pension contribution	N/A		N/A	
Minutes					
9	Minutes signed, dated, page numbered & filed	✓			
Miscellaneous					
16	Notice boards up to date	✓			
17	Website updated regularly	✓			
18	Correspondence received has been forwarded onto Councillors	✓			
19	Correspondence responded to	✓			
Health and Safety					
20	Financial Risk Assessments up to date and recorded	✓			
General comments/recommendations to improve services					
	<p>1. A final report will be produced and presented to the parish council as a record relating to unlawful interception by unknown third party of on-line payment intended for Zeta Lighting.</p> <p>2. Current procedures relating to online payments to be reviewed for authorisation by full council.</p>				

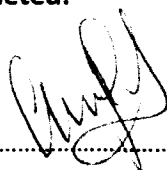
Audit completed:

Councillor.....

Dated 21/04/21

Clerk/RFO

Actions completed:

Councillor.....

Dated 21/04/21

Clerk/RFO