

Period Inspected : 1ST JUNE - 31ST OCTOBER 2017

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
Financial					
1	All bank statements filed (all accounts)	✓		Up to N° 228 + including.	
2	Bank Reconciliation completed monthly	✓		New system from 1 st Oct 2017.	
3	Invoice folder completed for previous month, invoices initialled by two bank signatories and agree to payments on bank account	✓			
4	Banking received completed for previous month	✓			
5	Date of last VAT refund?	✓		14/6/17	
Payroll/Staff					
6	Monthly Payroll pack filed (previous month)			← Outsourced	
7	TAX & NI Paid up to date; amounts checked to PAYE provider report	Yes		Outsourced	
8	Pension contribution	NA			
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					

Audit completed

Councillor.....

Dated 16/11/17

Clerk/RFO

Actions completed

Councillor.....

Dated 16/11/17

Clerk/RFO