

## Appendix A

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		
<b>Financial</b>					
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?	✓			16.06.2017
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>				
<b>Payroll/Staff</b>					
6	Monthly Payroll pack filed (previous month)	✓			
7	TAX & NI Paid up to date	✓			
8	Pension contribution	✓			
<b>Minutes</b>					
9	Minutes signed, dated & filed from previous month	✓			
<b>Community Centre - Hire</b>					
14	Form, Insurance, payment for each event booked				
15	Diary up to date (check form to diary entry)				
<b>Miscellaneous</b>					
16	Internal and external Notice boards up to date	✓			
	<b>Task</b>	<b>Seen</b>		<b>Comment</b>	<b>Completed</b>
		<b>Yes</b>	<b>No</b>		

Health and Safety				
17	Risk Assessments up to date and recorded	✓		
General comments/recommendations to improve services				
<p>*Discuss with staff/Raise at Parish Council Meeting (*delete one)</p>				

**Audit completed**

Councillor..... *S Harris* ..... Dated *16.08.2017* .....

Clerk/RFO ..... *[Signature]* .....

**Actions completed**

Councillor..... Dated .....

Clerk/RFO .....