

HACKLETON PARISH COUNCIL

INTERNAL CONTROL CHECKLIST

Date:- 15th January 2020

Venue:- Hackleton Village Hall

Present:- Councillors Barwick, Harris + Nash
The Clerk.

All completed inspections must be handed to the Clerk for filing and retained for a period of 12 months.

TASK	SEEN Y/N	IF NO THEN COMMENT REQUIRED	COMPLETED
FINANCIAL			
All Bank Statements Filed	Y		
Bank Reconciliation for current a/c completed for previous month	Y		
Reserve Bank a/c payments received and checked for previous month ?	N	Reserves Policy To Be Updated	
Payments up to date	Y		
Receipts up to date	Y		
Date of last VAT refund	2nd 2019	End of March 2020	

TASK	SEEN Y/N	IF NO THEN COMMENT REQUIRED	COMPLETED
PAYROLL / STAFF			
Monthly Payroll completed	Y		
Payments made online in accordance with terms set	Y		
Tax and NI up to date	Y		
Pension contributions up to date	Y		

TASK	SEEN Y/N	IF NO THEN COMMENT REQUIRED	COMPLETED
MINUTES			
Minutes signed, dated and filed from previous month	Y		

TASK	SEEN Y/N	IF NO THEN COMMENT REQUIRED	COMPLETED
MISCELLANEOUS			
Website up to date	Y	Work in progress	
Noticeboards up to date	Y		
Financial Risk assessments up to date	Y		

GENERAL COMMENTS / RECOMMENDATIONS

Invoices checked before payment, by
a member of Finance Working Group

Audit Completed:-
F & GP Committee

S. M. Harris

L. Nash *[Signature]*

Clerk:-

[Signature]

Date:-

15/01/2020