

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		
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?	✓			
6	Cash Control <ul style="list-style-type: none"> • Cash banked under dual control • Cash banked at different times of the week • Float stored and managed in floor safe 	N/A			
Payroll/Staff					
6	Monthly Payroll pack filed (previous month)	✓			
7	TAX & NI Paid up to date	N/A	N/A		
8	Pension contribution	N/A	N/A		
Minutes					
9	Minutes signed, dated & filed from previous month	✓			
Community Centre - Hire					
14	Form, Insurance, payment for each event booked	N/A	N/A		
15	Diary up to date (check form to diary entry)	N/A	N/A		

Miscellaneous					
16	Internal and external Notice boards up to date	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Task	Seen		Comment	Completed	
	Yes	No			
Health and Safety					
17	Risk Assessments up to date and recorded	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
General comments/recommendations to improve services					
*Discuss with staff/Raise at Parish Council Meeting (*delete one)					

Audit completed

Councillor.....

Dated

Clerk/RFO

Actions completed

Councillor.....

Dated

Clerk/RFO