

Date: 25/7/23

Internal Control Councillor: T. Barwick

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

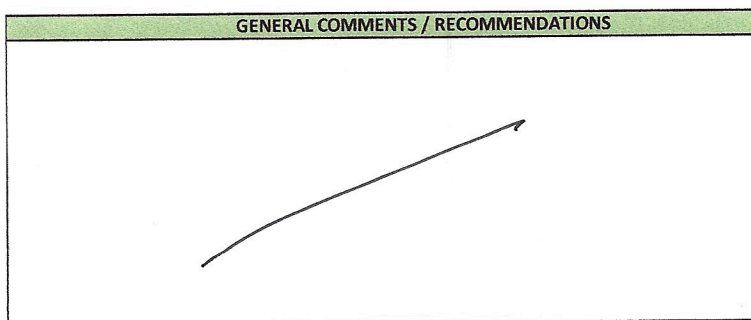
| TASK  | SEEN Y/N | IF NO THEN COMMENT REQUIRED | COMPLETED |
|---|----------|-----------------------------|-----------|
| <b>FINANCIAL</b>  |          |                             |           |
| All Bank statements Filed   | Y        |                             |           |
| Bank Reconciliation completed for previous month for all accounts | Y        |                             |           |
| Payments up to date   | Y        |                             |           |
| Receipts up to date   | Y        |                             |           |
| CIL Monitoring up to date   | Y        |                             |           |
| Date of last VAT refund   |          | 31/3/23                     |           |

| TASK  | SEEN Y/N | IF NO THEN COMMENT REQUIRED | COMPLETED |
|---|----------|-----------------------------|-----------|
| <b>PAYROLL / STAFF</b>                            |          |                             |           |
| 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 |
|---|----------|-----------------------------|-----------|
| <b>MINUTES</b>                                      |          |                             |           |
| Minutes signed, dated and filed from previous month | Y        |                             |           |

| TASK                                    | SEEN Y/N | IF NO THEN COMMENT REQUIRED | COMPLETED |
|---|----------|-----------------------------|-----------|
| <b>MISCELLANEOUS</b>                    |          |                             |           |
| Website up to date                      | Y        |                             |           |
| Noticeboards up to date                 | Y        |                             |           |
| Asset Register up to date               | Y        |                             |           |
| Insurance cover in place and up to date | Y        |                             |           |
| Does budget need reviewing              | N        |                             |           |
| Financial Risk assessments up to date   | Y        |                             |           |

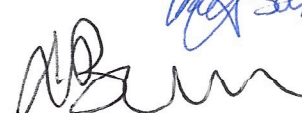
GENERAL COMMENTS / RECOMMENDATIONS



Audit Completed:-  
Internal Control Councillor: TRACY BARWICK



Clerk:



Date:-

25th July 2023