

Date: 02/11/23

Internal Control Councillor: T. Barwick

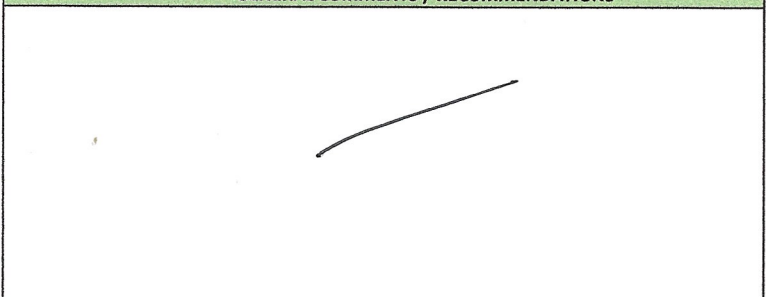
All completed inspections must be handed to the Clerk for filing and retained for a period of 12 months.

TASK	SEEN Y/N	IF NO THEN COMMENT REQUIRED	COMPLETED
FINANCIAL			
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		

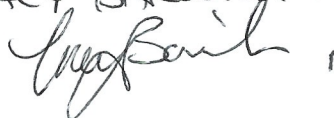
TASK	SEEN Y/N	IF NO THEN COMMENT REQUIRED	COMPLETED
PAYROLL / STAFF			
Monthly Payroll completed	Y		
Payments made online in accordance with terms set	Y		
Tax and NI up to date	Y		
Pension contributions up to date	Y		

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		
Noticeboards up to date	Y		
Asset Register up to date	Y		
Insurance cover in place and up to date	Y		
Does budget need reviewing	Y	2024/25 under review	
Financial Risk assessments up to date	Y		

GENERAL COMMENTS / RECOMMENDATIONS


Audit Completed:-
Internal Control Councillor:

TRACY BARWICK


Clerk:



Date:-

2nd November 2023