

Date: 24/01/24 for review as at 31/12/23

Internal Control Councillor: Tracy 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	✓		
Bank Reconciliation completed for previous month for all accounts	✓		
Payments up to date	✓		
Receipts up to date	✓		
CIL Monitoring up to date	✓		
Date of last VAT refund		31.3.23	

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

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

TASK	SEEN Y/N	IF NO THEN COMMENT REQUIRED	COMPLETED
MISCELLANEOUS			
Website up to date	✓		
Noticeboards up to date	✓		
Asset Register up to date		To be reviewed Feb	
Insurance cover in place and up to date	✓		
Does budget need reviewing	N		
Financial Risk assessments up to date	✓		

GENERAL COMMENTS / RECOMMENDATIONS

Asset Register to be reviewed at February council meeting

Audit Completed:-
Internal Control Councillor:

Tracy Barwick

Clerk:

JR

Date:-

24/01/24