

Date: 09/04/24

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	X		
Receipts up to date	Y		
CIL Monitoring up to date	Y	CIL fully spent	
Date of last VAT refund		now due	

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	N		
Financial Risk assessments up to date	Y		

GENERAL COMMENTS / RECOMMENDATIONS
Clerk to send VAT reclaim

Audit Completed:-
Internal Control Councillor:

Clerk:

Date:-

Barwick
9/4/2024
ABW
09/04/24