

Wilby Parish Council: Internal Control Checklist for the period QUARTER 1 (JULY 2019)

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
Financial					
1	All bank statements filed (all accounts)	✓			2/9/19
2	Bank Reconciliation completed for previous mth	✓			2/9/19
3	Invoice folder completed for previous month	✓			2/9/19
4	Banking received completed for previous month	✓			2/9/19
5	Date of last VAT refund?	✓		5/3/19	2/9/19
6	Cash Control <ul style="list-style-type: none"> • Cash banked under dual control • Cash banked at different times of the week • Floot stored and managed in floor safe 	N/A			
Payroll/Staff					
6	Monthly Payroll pack filed (previous month)	N/A			2/9/19
7	TAX & NI Paid up to date	N/A			2/9/19
8	Pension contribution	N/A			2/9/19
Minutes					
9	Minutes signed, dated & filed from previous mth	✓		MAY MINUTES SIGNED IN JULY	2/9/19
Community Centre - Hire					
14	Form, Insurance, payment for each event booked	N/A			2/9/19
15	Diary up to date (check form to diary entry)	N/A			2/9/19
Miscellaneous					
16	Internal and external Notice boards up to date	✓			2/9/19
	Task	Seen		Comment	Completed
		Yes	No		
Health and Safety					
17	Risk Assessments up to date and recorded	✓			2/9/19
General comments/recommendations to improve services					
*Discuss with staff/Raise at Parish Council Meeting (*delete one)					

Audit completed

Councillor  Dated 2/9/19
 Clerk/RFO INTERNAL CONTROL OFFICER  Clerk.

Actions completed

Councillor..... Dated.....
 Clerk/RFO.....