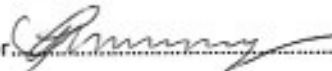


	Task	Seen		If "No" then comment required	Completed
		Yes	No		
<b>Financial</b>					
1	All bank statements filed (all accounts)	✓			8/11/18
2	Bank Reconciliation completed for previous mth	✓			8/11/18
3	Invoice folder completed for previous month	✓		CHQ 001012 NOT BANKED YET.	8/11/18
4	Banking received completed for previous month	✓			8/11/18
5	Date of last VAT refund?	✓		27/7/18	8/11/18
6	Cash Control <ul style="list-style-type: none"> <li>• Cash banked under dual control</li> <li>• Cash banked at different times of the week</li> <li>• Float stored and managed in floor safe</li> </ul>	N/A			
<b>Payroll/Staff</b>					
6	Monthly Payroll pack filed (previous month)	N/A			8/11/18
7	TAX & NI Paid up to date	N/A			8/11/18
8	Pension contribution	N/A			8/11/18
<b>Minutes</b>					
9	Minutes signed, dated & filed from previous mth	✓			8/11/18
<b>Community Centre – Hire</b>					
14	Form, insurance, payment for each event booked	N/A			8/11/18
15	Diary up to date (check form to diary entry)	N/A			8/11/18
<b>Miscellaneous</b>					
16	Internal and external Notice boards up to date	✓			8/11/18
	Task	Seen		Comment	Completed
		Yes	No		
<b>Health and Safety</b>					
17	Risk Assessments up to date and recorded	✓			8/11/18
<b>General comments/recommendations to improve services</b>					
* Discuss with staff/Raise at Parish Council Meeting (*delete one)					

**Audit completed**

Councillor  .....

Dated 8/11/18 .....

Clerk/RFO .....

**Actions completed**

Councillor .....

Dated .....

Clerk/RFO .....