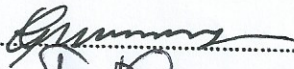


Wilby Parish Council: Internal Control Checklist for the period QUARTER 1 (JULY 2018)

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
Financial					
1	All bank statements filed (all accounts)	✓			17/7/18
2	Bank Reconciliation completed for previous mth	✓			17/7/18
3	Invoice folder completed for previous month	✓			17/7/18
4	Banking received completed for previous month	✓		INVOICE FOR CHA 993 AWAITED. CHA NOT SENT YET.	17/7/18
5	Date of last VAT refund?	✓		14/6/18	17/7/18
6	Cash Control <ul style="list-style-type: none"> • Cash banked under dual control • Cash banked at different times of the week • Float stored and managed in floor safe 	N/A			17/7/18
Payroll/Staff					
6	Monthly Payroll pack filed (previous month)	N/A			N/A
7	TAX & NI Paid up to date	✓			17/7/18
8	Pension contribution	N/A			N/A
Minutes					
9	Minutes signed, dated & filed from previous mth	✓			17/7/18
Community Centre – Hire					
14	Form, Insurance, payment for each event booked	N/A			N/A
15	Diary up to date (check form to diary entry)	N/A			N/A
Miscellaneous					
16	Internal and external Notice boards up to date	✓			17/7/18
	Task	Seen		Comment	Completed
		Yes	No		
Health and Safety					
17	Risk Assessments up to date and recorded	✓			17/7/18
General comments/recommendations to improve services					
*Discuss with staff/Raise at Parish Council Meeting (*delete one)					

Audit completed

Councillor.....  Dated 17 JULY 2018

Clerk/RFO 

Actions completed

Councillor.....  Dated 

Clerk/RFO 