

Wilby Parish Council: Internal Control Checklist for the period QUARTER 2 (SEPT-DEC 19)

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
<b>Financial</b>					
1	All bank statements filed (all accounts)	✓			5/12/19
2	Bank Reconciliation completed for previous mth	✓		BALANCE £13,410	5/12/19
3	Invoice folder completed for previous month	✓			5/12/19
4	Banking received completed for previous month	✓			5/12/19
5	Date of last VAT refund?	✓		20/2/2019	5/12/19
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			
7	TAX & NI Paid up to date	N/A			
8	Pension contribution	N/A			
<b>Minutes</b>					
9	Minutes signed, dated & filed from previous mth	✓		SEPT MINUTES SIGNED 18/11	5/12/19
<b>Community Centre – Hire</b>					
14	Form, Insurance, payment for each event booked	N/A			
15	Diary up to date (check form to diary entry)	N/A			
<b>Miscellaneous</b>					
16	Internal and external Notice boards up to date	✓			2/9/19
	Task	Seen		Comment	Completed
		Yes	No		
<b>Health and Safety</b>					
17	Risk Assessments up to date and recorded	✓			5/12/19
<b>General comments/recommendations to improve services</b>					
*Discuss with staff/Raise at Parish Council Meeting (*delete one)					

**Audit completed**

Councillor.....  ..... Dated 5/12/19 .....

Clerk/RFO.....  .....

**Actions completed**

Councillor..... Dated .....

Clerk/RFO .....