

The monitoring form can be found in Appendix A

Appendix A

All Inspections, once completed must be filed in the Parish Council office and retained for a period of 12 months

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
Financial					
1	All bank statements filed (all accounts)	✓			22/7/17
2	Bank Reconciliation completed for previous month	✓			22/7/17
3	Invoice folder completed for previous month	✓			22/7/17
4	Banking received completed for previous month	✓			22/7/17
5	Date of last VAT refund?	✓		16/6/17	
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			N/A
Payroll/Staff					
6	Monthly Payroll pack filed (previous month)	N/A			N/A
7	TAX & NI Paid up to date	✓			22/7/17
8	Pension contribution	N/A			N/A
Minutes					
9	Minutes signed, dated & filed from previous month	✓			22/7/17
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	✓			22/7/17
	Task	Seen		Comment	Completed
		Yes	No		
Health and Safety					
17	Risk Assessments up to date and	✓			22/7/17

recorded				
General comments/recommendations to improve services				
<p>*Discuss with staff/Raise at Parish Council Meeting (*delete one)</p>				

Audit completed

Councillor *[Signature]* Dated 22/7/17

Clerk/RFO *[Signature]*

Actions completed

Councillor..... Dated

Clerk/RFO