

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		
<b>Financial</b>					
1	All bank statements filed (all accounts)	✓			10/10/17
2	Bank Reconciliation completed for previous month	✓			10/10/17
3	Invoice folder completed for previous month	✓			10/10/17
4	Banking received completed for previous month	✓			10/10/17
5	Date of last VAT refund?	✓		16/6/17	
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			N/A
<b>Payroll/Staff</b>					
6	Monthly Payroll pack filed (previous month)	N/A			N/A
7	TAX & NI Paid up to date	✓			10/10/17
8	Pension contribution	N/A			N/A
<b>Minutes</b>					
9	Minutes signed, dated & filed from previous month	✓			10/10/17
<b>Community Centre - Hire</b>					
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
<b>Miscellaneous</b>					
16	Internal and external Notice boards up to date	✓			10/10/17
	Task	Seen		Comment	Completed
		Yes	No		
<b>Health and Safety</b>					
17	Risk Assessments up to date and	✓			10/10/17

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

**Audit completed**

Councillor.....*Shumway*..... Dated .....*10/10/17*.....

Clerk/RFO .....*[Signature]*.....

**Actions completed**

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

Clerk/RFO .....