

Period inspected : OCTOBER - NOVEMBER - DECEMBER

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
Financial					
1	All bank statements filed (all accounts)	✓			
2	Bank Reconciliation completed monthly	✓			
3	Invoice folder completed for previous month, invoices initialed by two bank signatories and agree to payments on bank account	✓			
4	Banking received completed for previous month	✓			
5	Date of last VAT refund?	✓		921-90	26/8/25
Payroll/Staff					
6	Monthly Payroll pack filed (previous month)	✓			
7	TAX & NI Paid up to date; amounts checked to PAYE provider report	✓			
8	Pension contribution	N/A			
Minutes					
9	Minutes signed, dated, page numbered & filed	✓			
Miscellaneous					
16	Notice boards up to date	✓			
17	Website updated regularly	✓			
18	Correspondence received has been forwarded onto Councillors	✓			
19	Correspondence responded to	✓			
Health and Safety					
20	Financial Risk Assessments up to date and recorded				
General comments/recommendations to improve services					

Audit completed
 Councillor T. J. Board Dated 11/1/2026

Clerk/RFO [Signature]

Actions completed
 Councillor _____ Dated _____

Clerk/RFO _____