

Period Inspected :Jan to March 2026.....

	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 initialled by two bank signatories and agree to payments on bank account	✓			
4	Banking received completed for previous month	✓			
5	Date of last VAT refund?	✓		2 March 2026= £2,228.94	
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					
10	Notice boards up to date	✓			
11	Website updated regularly	✓			
12	Correspondence received has been forwarded onto Councillors	✓			
13	Correspondence responded to	✓			
14	Current Insurance Policies in Place Renewal Dates			Community renewed 20/5/25 Cyber renewed 09/6/25	
Health and Safety					
15	Financial Risk Assessments up to date and recorded				

Audit completed
 Councillor..... *T. J. Burt* Dated *8/4/26*
 Clerk/RFO *D. Bell*

Actions completed
 Councillor..... Dated
 Clerk/RFO