

WEST HADDON PARISH COUNCIL

INTERNAL CONTROL CHECKLIST

Date:- 07/01/2020  
 Venue:- WH Baptist Room  
 Present:- Cllr Norman / Gill Wells.

All completed inspections must be handed to the Clerk for filing and retained for a period of 12 months.

TASK	SEEN Y/N	IF NO THEN COMMENT REQUIRED	COMPLETED
FINANCIAL			
All Bank Statements Filed	Y		
Bank Reconciliation for current a/c completed for previous month	Y		
Reserve Bank a/c payments received and checked for previous month	Y		
Payments up to date	Y		
Receipts up to date	Y		
Date of last VAT refund	Y		

TASK	SEEN Y/N	IF NO THEN COMMENT REQUIRED	COMPLETED
PAYROLL / STAFF			
Monthly Payroll completed	Y		
Payments made online in accordance with terms set	Y		
Tax and NI up to date	Y		
Pension contributions up to date	Y		

TASK	SEEN Y/N	IF NO THEN COMMENT REQUIRED	COMPLETED
MINUTES			
Minutes signed, dated and filed from previous month	Y		

TASK	SEEN Y/N	IF NO THEN COMMENT REQUIRED	COMPLETED
MISCELLANEOUS			
Website up to date	Y		
Noticeboards up to date	Y		
Financial Risk assessments up to date	Y		

GENERAL COMMENTS / RECOMMENDATIONS

All in order.

Audit Completed:-   
 Clerk:-  
 Date:- 7/1/20