



# Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

Telephone: 01832 272055

Email: [admin@oundle.gov.uk](mailto:admin@oundle.gov.uk) Website: [www.oundle.gov.uk](http://www.oundle.gov.uk)

All Inspections, once completed must be filed in the Town Council office and retained with the minutes of the relevant meeting.

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
<b>Financial</b>					
1	<b>Bank statements seen for:-</b> <ul style="list-style-type: none"> <li>• OTC Barclays A/c 90985996</li> <li>• QVH Barclays A/c 20230901</li> </ul>	Y		June Balance TBC	JH
2	<b>Bank Reconciliation seen for:-</b> <ul style="list-style-type: none"> <li>• OTC Barclays A/c 90985996</li> <li>• QVH Barclays A/c 20230901</li> </ul>	Y			JH
3	Supplier Invoice folder completed for previous month	Y			JH
	List of Payments for Full Council Meetings				
4	Banking received completed for previous month	Y			JH
5	Date of last VAT return?				
6	<b>Cash Control</b> <ul style="list-style-type: none"> <li>• Cash from Hub counted and put in safe. Signing sheet completed by Hub staff member. Next morning counted + signing sheet completed by OTC staff member</li> <li>• Cash banked daily at different times during the week and by different staff member.</li> <li>• Float stored and managed in safe</li> </ul>	Y		Hub closed late March due to Covid 19 lockdown Decision taken in Sept to close permanently. No cash now held.	JH
<b>Payroll/Staff</b>					
6	Monthly Payroll pack filed (previous month)	Y			JH
7	TAX & NI Paid up to date	Y			JH
8	Pension contribution <ul style="list-style-type: none"> <li>• LGPS</li> </ul>	Y			JH

	<ul style="list-style-type: none"> <li>• Aviva – Staff</li> <li>• Aviva - Hub</li> </ul>	Y			JH
<b>Minutes</b>					
9	Minutes signed, dated & filed from previous month	Y			JH
<b>Room Hire - Hire</b>					
10	Events are booked in Calendar. Invoices at the beginning of the month.	Y			JH
<b>Miscellaneous</b>					
11	Internal and external Notice boards up to date	Y			JH
	<b>Task</b>	<b>Seen</b>		<b>Comment</b>	<b>Completed</b>
		Yes	No		
<b>Health and Safety</b>					
12	Risk Assessments up to date and recorded	Y			JH
<b>General comments/recommendations to improve services</b>					
<p>Covid restrictions have resulted in some changes of processes. More is now managed on-line rather than printed copy.</p> <p>This report covers April – Jun 2020  Covid restrictions resulted in a delay to the checks.</p> <p>*Discuss with staff/Raise at Parish Council Meeting (*delete one)</p>					

Audit completed

Councillor.....

Dated 11 Dec 2020

Clerk/RFO .....

**Actions completed**

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

Clerk/RFO .....

Internal control checks are to take place every quarter and reported back to at the next Full Council meeting.

<b>Councillor</b>	<b>Month</b>	<b>Inspection by</b>	<b>Parish Council Meeting</b>	<b>Documents</b>
Verification Councillor	June	End of Second week July	July	Internal monitoring Report
Verification Councillor	September	End of Second week October	October	Internal monitoring Report
Verification Councillor	December	End of Second Week January	January	Internal monitoring Report
Verification Councillor	March	End of Second Week April	April	Internal monitoring Report

Items 1, 2 & 3 on internal control checklist verified monthly prior to Full Council Meeting

All others a minimum of quarterly