



Oundle Town Council

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

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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		
Financial					
1	Bank statements seen for:- <ul style="list-style-type: none"> NW Current A/c 06622216 NW Reserve A/c 06619827 Scottish Widows A/c 50905010899 (Account Closed 12.03.2019) QVH A/c 24030791 Barclays A/c 90985996 Barclays QVH A/c 20230901 	✓			✓
2	Bank Reconciliation seen for:- <ul style="list-style-type: none"> NW Current A/c 06622216 NW Reserve A/c 06619827 Scottish W A/c 50905010899 QVH A/c 24030791 Barclays A/c 90985996 Barclays A/c 20230901 	✓			✓
3	Supplier Invoice folder completed for previous month	✓			✓
	List of Payments for Full Council Meetings	✓			✓
4	Aged Debtors List	✓			✓
5	Banking received completed for previous month	✓		Payment on 15/7/14 to be checked by Paul	✓
6	Date of last VAT return?	✓		07/05/14	✓
7	Cash Control <ul style="list-style-type: none"> 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 	✓			✓

	<ul style="list-style-type: none"> Cash banked daily at different times during the week and by different staff member. Float stored and managed in safe 	✓		ADD TIME ONTO BANKING SHEET	✓
Payroll/Staff					
8	Monthly Payroll pack filed (previous month)	✓			✓
9	TAX & NI Paid up to date	✓			✓
10	Pension contribution <ul style="list-style-type: none"> LGPS Aviva – Staff Aviva - Hub 	✓	✓		✓
Minutes					
11	Minutes signed, dated & filed from previous month	✓			✓
Room Hire - Hire					
12	Events are booked in Calendar. Invoices at the beginning of the month.	✓			✓
Miscellaneous					
13	Internal and external Notice boards up to date.	✓		O/S FELTON HOUSE: CERT. OF INSURANCE NOT CURRENT	✓
	Task	Seen		Comment	Completed
		Yes	No		
Health and Safety					
14	Risk Assessments up to date and recorded	✓			✓
General comments/recommendations to improve services					
<p>The insurance certificate has been updated in Felton House Noticeboard 24/7/19 Point S - receipt of £206.26 relates to the Hub card machine payments.</p> <p>*Discuss with staff/Raise at Parish Council Meeting (*delete one)</p>					

Audit completed

Councillor.....

M. SHERN
T. STAGGS

Dated 24/July/2019

Clerk/RFO / Finance Officer

Actions completed

Councillor.....

Dated 3/9/19

Clerk/RFO

[Signature]

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

Councillor	Month	Inspection by	Parish Council Meeting	Documents
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