

Appendix A

Period From.....January 2026..... To .....March 2026.....

All Inspections, once completed must be filed in the Parish Council office and retained for a period of 12 months

	Task	Seen		If "No" then comment required	Completed
		Yes	No		
<b>Financial</b>					
1	All bank statements filed (all accounts)	✓			
2	Bank Reconciliation completed for previous month	✓			
3	Invoice folder completed for previous month	✓			
4	Banking received completed for previous month	✓			
5	Date of last VAT refund?	✓		£2158.94 – 15 May 2025	
6	Cash Control <ul style="list-style-type: none"> <li>• Cash banked under dual control</li> <li>• Cash banked at different times of the week</li> <li>• Float stored and managed in floor safe</li> </ul>		N/A		
<b>Payroll/Staff</b>					
6	Monthly Payroll pack filed (previous month)	✓			
7	TAX & NI Paid up to date	✓			
8	Pension contribution		N/A		
<b>Minutes</b>					
9	Minutes signed, dated & filed from previous month	✓			
<b>Miscellaneous</b>					
10	Internal and external Notice boards up to date	✓			
11	Current Insurance Policy in Place Renewal Date:	✓		Renewal Date 15 March 2027	
<b>Health and Safety</b>					
12	Risk Assessments up to date and recorded	✓			

Great Houghton Parish Council

Internal Control Procedure Adopted 14 May 2019, Re-adopted May 20, Re-adopted May 21 – Re-adopted 22 – Re-adopted June 23 – Re-adopted May 24 – Re-adopted May 25

<b>General comments/recommendations to improve services</b>											
*Discuss with staff/Raise at Parish Council Meeting (*delete one)											

**Audit completed**

Councillor..... *[Signature]* ..... Dated 15/04/2026 .....

Clerk/RFO..... *[Signature]* .....

**Actions completed**

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

Clerk/RFO .....