

## CHIPPENHAM PARISH COUNCIL INTERNAL CONTROL CHECKLIST

Date Venue Present

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
<b>FINANCIAL</b>			
All Bank Statements Filed			
Bank Reconciliation for current a/c completed for previous month			
Savings Bank a/c payments received and checked for previous month			
Payments up to date			
Receipts up to date			
Date of last VAT refund			

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

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

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

<b>GENERAL COMMENTS / RECOMMENDATIONS</b>
---

**Audit Completed**

Clerk:

Date: