


Item	Seen		Comments	Action (By Who)	Action (By When)	Completed (Date)
	Yes	No				
<b>1. Financial</b>						
1.1 Bank reconciliation completed for previous month?	✓					
1.2 Invoice folder completed for previous month?	✓					
1.3 All bank statements filed correctly (all accounts)?	✓					
1.4 Has VAT been reclaimed?		✓	Annual - 2023	RAR	2023	
<b>2. Payroll/Staff</b>						
2.1 Contracts of employment due for review?		✓	SWR to complete	SWR	Aug 22	
2.2 Payroll records up to date?	✓					
2.3 National Insurance and PAYE employer's contributions up to date?	✓					
<b>3. Minutes</b>						
3.1 Minutes for previous month initialled, signed, dated and filed? (Including council and committee minutes)?	✓					

  
4th Aug. 2022