


Item	Seen		Comments	Action (By Who)	Action (By When)	Completed (Date)
	Yes	No				
1. Financial						
1.1 Bank reconciliation completed for previous month?	✓					11/12/21
1.2 Invoice folder completed for previous month?	✓					"
1.3 All bank statements filed correctly (all accounts)?	✓					"
1.4 Has VAT been reclaimed?		✓	Annual Return.			"
2. Payroll/Staff						
2.1 Contracts of employment due for review?		✓				"
2.2 Payroll records up to date?	✓					"
2.3 National Insurance and PAYE employer's contributions up to date?			N/A			"
3. Minutes						
3.1 Minutes for previous month initialled, signed, dated and filed? (Including council and committee minutes)?	✓					"


 COLIN BATES