

Item	Seen		Comments	Action (By Who)	Action (By When)	Completed (Date)	
	Yes	No					
1. Financial							
1.1 Bank reconciliation completed for previous month?	✓					02.03.2028	
1.2 Invoice folder completed for previous month?	✓					02.03.2028	
1.3 All bank statements filed correctly (all accounts)?	✓					u	u
1.4 Has VAT been reclaimed?		✓	ANNUAL RETURN			u	u
2. Payroll/Staff							
2.1 Contracts of employment due for review?		✓				u	u
2.2 Payroll records up to date?	✓					u	u
2.3 National Insurance and PAYE employer's contributions up to date?		-	N/A			u	u
3. Minutes							
3.1 Minutes for previous month initialled, signed, dated and filed? (Including council and committee minutes)?	✓					u	u

T. J. Russell
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