

Item	Seen		Comments	Action (By Who)	Action (By When)	Completed (Date)
	Yes	No				
1. Financial						
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?	✓					
2. Payroll/Staff						
2.1 Contracts of employment due for review?	✓	✓	G.W.R IN PROCESS INCLUDING PENSION	GWR		
2.2 Payroll records up to date?	✓					
2.3 National Insurance and PAYE employer's contributions up to date?		✓	NOT APPLICABLE			
3. Minutes						
3.1 Minutes for previous month initialled, signed, dated and filed? (Including council and committee minutes)?	✓					

J. Russell
24.01.2023