

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

[Handwritten Signature]

24th Aug. 2022