

PARISH COUNCIL AUDIT

CHETNOLE AND STOCKWOOD

Year 2015 / 16

1. How many signatures are required for the cheques? TWO
2. Are cheques held in the cheque book signed? Yes/NO NO cheques written 2015/16
3. Are cheques made out for personal spending? Yes/NO "
4. Are regular bank reconciliations carried out? Yes/NO
5. Is the VAT reclaimed regularly? Yes/NO
6. Is cash in hand recorded and maintained regularly? Yes/NO
7. Are suitable records checked of income and expenditure? Yes/NO
8. Is the precept discussed and budgets made annually? Yes/NO
9. Is the Clerks salary review regularly? Yes/NO
10. Is a register of assets held? Yes/NO
11. Are all records held in a safe place? Yes/NO
12. Is all other income collected on time? Yes/NO
13. Is a risk assessment carried out regularly? Yes/NO
14. Does the insurance policy cover all needs of the Parish Council? Yes/NO