

7/7/16.

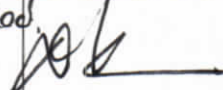
DS. - [Signature]  
 BB - [Signature]  
 LB. - [Signature]



**INTERNAL CONTROL CHECK LIST**

All completed inspections must be handed to the Clerk for filing and retained for a period of 12 months.

Task	Seen		If No then comment required	Completed (initial)
	Yes	No		
<b>Financial</b>				
All bank statements filed	✓		Voucher no links to Payment Invoices as cost Ref: (302) Receipt & Payments with bank statements	[Signature] 7/7/16.
Bank Reconciliation completed for previous month	✓		30th June 16.	[Signature] 7/7/16.
Payments up to date	✓		35, 34, 32 N - Sued 72 change. VAT Quarterly.	[Signature] 7/7/16.
Receipts up to date	✓		No change - AS Previous months.	[Signature] 7/7/16.
Date of last VAT refund		✓	Not Had a response from HMRC	[Signature] 7/7/16.
<b>Payroll/Staff</b>				
Monthly payroll submitted to B Osborne.			37, 38 Ref: Voucher Ref: 29. 29 - 29/6/16. Remit Copy Attached.	[Signature] 7/7/16.
Payments made online in accordance with terms set.	✓		Payment Ref (Bank Statement) was made. 5777.	[Signature] 7/7/16.
TAX and NI up to date		✓	N/A	[Signature]

Pension contributions up to date	✓	N/A AT THE MOMENT.	
<b>Minutes</b>			
Minutes signed, dated and filed from previous month		SEEN. - signed.	
<b>Miscellaneous</b>			
Website up to date	✓	IN PROGRESS - MO.	
Noticeboards up to date	✓	ARE UPDATED	
Financial Risk assessments up to date	✓	REF/Security checks needed	
<b>General comments/recommendations</b>			
<ul style="list-style-type: none"> <li>- Audit. 5000 per transaction, still could be digitised. / Need a Daily transaction limit - SEE email 6/7/16 - see. P. 10 font.</li> <li>- Susan Jones did prework with a new fBook</li> <li>- when are notice boards been fitted,</li> <li>- Need to look at Budget and funds available - meeting The Needs of <del>Council</del> Council: + Budgets</li> </ul>			

**Audit completed**

Councillor.....

Date.....7/7/16.....

Clerk.....

**UPTON PARISH COUNCIL**  
**2016/2017 RECEIPTS AND PAYMENTS ACCOUNT TO 31/06/2016**

2015/2016 ACTUAL		2016/2017	
£	RECEIPTS	ACTUAL TO DATE	ANNUAL BUDGET
£		£	£
27,000.00	Precept	16,200.00	32,400
0.00	Grants/Donations	0.00	0
0.00	S106	0.00	0
0.00	PCSO	0.00	0
0.00	Parish events	0.00	0
0.00	Insurance claims	0.00	0
0.00	Bank interest	0.00	0
0.00	VAT claims	0.00	0
0.00	Other	64.80	0
<b>27,000.00</b>	<b>Total receipts</b>	<b>16,264.80</b>	<b>32,400</b>
<b>PAYMENTS</b>			
<b>Parks &amp; Open Spaces</b>			
0.00	Tools, equipment and clothing	0.00	0
0.00	Mowing, maintenance and planting (inc. sub contractors)	250.00	500
0.00	Play equipment	0.00	0
0.00	Street furniture and dog bins	0.00	0
0.00	Cleaning and waste	0.00	0
<b>0.00</b>		<b>250.00</b>	<b>500</b>
<b>Planning &amp; Highways</b>			
0.00	Planning & Highways	0.00	0
<b>0.00</b>		<b>0.00</b>	<b>0</b>
<b>Community</b>			
0.00	Community engagement and events	0.00	0
0.00	Youth	0.00	1,200
0.00	Street Watch	0.00	0
<b>0.00</b>		<b>0.00</b>	<b>1,200</b>
<b>Community Safety &amp; PCSO</b>			
0.00	PCSO costs	0.00	0
0.00	Community safety	0.00	0
<b>0.00</b>		<b>0.00</b>	<b>0</b>
<b>Grants &amp; Donations (under s137, Local Government Act 1972)</b>			
<i>maximum this year £7.36x7380= £54,316.80</i>			
0.00	Grants	798.32	3,800
900.00	Donations	0.00	100
<b>900.00</b>		<b>798.32</b>	<b>3,900</b>
<b>Administration</b>			
2,652.62	Salaries	1,993.22	5,500
35.22	Expenses	100.99	200
0.00	Pensions	0.00	0
463.35	Insurance	439.00	1,200
1,293.51	Stationery & postage	86.28	500
855.57	Telephone, Broadband & Website	948.80	4,500
0.00	Audit	162.00	0
0.00	New and replacement equipment (including office equipment)	166.66	0
55.60	PAYE & NI	0.00	0
39.00	Training	851.99	3,000
0.00	Office rental	0.00	600
389.10	Professional fees inc. legal, payroll, HR	229.00	3,000
1,275.81	Subscriptions	1,532.43	1,400
2,116.13	Election Costs	0.00	3,000
0.00	Other costs	129.60	0
<b>9,175.91</b>		<b>6,639.97</b>	<b>22,900</b>
675.24	VAT	357.35	0
<b>0.00</b>	<b>Total Payments</b>	<b>8,045.64</b>	<b>0.00</b>

0.00 Net Receipts/ (Payments)

8,219.16

0.

TOTAL

Bank Balances

TOTAL

0.00

Opening

41,112.45

0

0.00

Net Receipts/ (Payments)

8,219.16

0

0.00

Closing

49,331.61

0

unpresented cheques

	Chq no	Amount
NCALC	online	68.00
CPRE	712	36.00
SLCC INV 120191	693	99.60
NCALC		45.00
- Staples		199.99
o2		10.80
Lorraine Bennett	- 37	438.72
Lorraine Bennett	- 36	24.26
Lorraine Bennett	- 34	182.80
Virtual Marketing4u		120.00
Sportwarehouse	716	957.98
		<u>2183.15</u>

*Out.*

*No more banked items*

As per bank reconciliation

£51,514.76

C:\Users\Fiona\Desktop\_UPTON PARISH\FINANCIAL\Bank Reconciliations\Bank reconciliation June 2016.xlsx\Sheet1

7-Jul-16

*Statement  
2/7/16. Reconciliation  
302.  
07/7/16*