

LB - L Bennett
 AS - [Signature]
 RJB - [Signature]





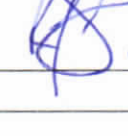



INTERNAL CONTROL CHECK LIST

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		
Financial				
All bank statements filed	✓			[Signature]
Bank Reconciliation completed for previous month	✓			[Signature]
Payments up to date	✓			[Signature]
Receipts up to date	✓			[Signature]
Date of last VAT refund		✓	VAT RECLAIM IN PROCESS.	[Signature]
Payroll/Staff				
Monthly payroll submitted to B Osborne.	✓		VIA EMAIL	
Payments made online in accordance with terms set.		✓	NONE DONE ONLINE CHEQUES IN LIEU.	[Signature]
TAX and NI up to date		✓	NONE (2010)	[Signature]

* INTERNAL INVESTIGATION IDENTIFIED DISPROPORTIONATE HOURS WORKED TO THOSE CLAIMED - ACTION NEEDS TO BE TAKEN TO ADDRESS THIS! [Signature]

Pension contributions up to date	✓	N/A	
Minutes			
Minutes signed, dated and filed from previous month	✓	* NOT-SEEN	
Miscellaneous			
Website up to date	✓	PL/ INSURANCE POST TO WEBSITE.	
Noticeboards up to date	✓	IN PROCESS £7854.00 (719) (PAID 01/8/2016 VN44)	
Financial Risk assessments up to date	✓	IN PROCESS SUBJECT TO ARRIVAL OF NEW AUTHORITY.	
General comments/recommendations			
<p>* CHECKED AUGUST MINUTES NEXT MONTH!</p> <p>2016/17 STATES BUDGET FOR £8792.08 PRECEPT SET AT £321400-</p> <p>* CLERK/RFO POSITION COMPROMISED DUE TO NO SECONDARY SIGNATORY / ADMIN AUTHORITY FOLLOWING CHAIRMAN'S RESIGNATION ON 01/08/2016 </p>			

Audit completed

Councillor..... 

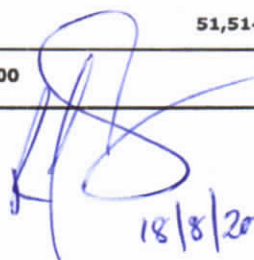
Date..... 12/8/2016.....

Clerk..... 

Statement for account 56-00-60 08720568 from 01/07/2016 to 31/07/2016

Short name: TR PC UPTON M2	Currency: GBP
Alias: TR PC UPTON M2	Account type: BUSINESS CURRENT
BIC: NWBKGB2L	Bank name: NATIONAL WESTMINSTER BANK
IBAN: GB43NWBK56006008720568	Bank branch: NORTHAMPTON DPRY

Date	Narrative	Type	Debit	Credit	Ledger balance
	CLOSING BALANCE				49,314.11Cr
22/07/2016	000693	CHQ	99.60		49,314.11Cr
19/07/2016	000712	CHQ	36.00		49,413.71Cr
15/07/2016	BANKLINE	BLN	28.30		49,449.71Cr
06/07/2016	LORRAINE BENNETT VN 39 JUNE FP 06/07/16 40 43023342099641000N	EBP	182.80		49,478.01Cr
06/07/2016	NCALC VN 34 - INV 5841 FP 06/07/16 40 43023358581844000N	EBP	45.00		49,660.81Cr
06/07/2016	STAPLES VN 35 - IN1LH70001 FP 06/07/16 40 18023335964164000N	EBP	199.99		49,705.81Cr
06/07/2016	VIRTUALMARKETING4U VN 40 JUNE INVOICE FP 06/07/16 40 28023337412348000N	EBP	120.00		49,905.80Cr
06/07/2016	LORRAINE BENNETT VN 37 JUNE SALARY FP 06/07/16 40 05023338717864000N	EBP	438.72		50,025.80Cr
06/07/2016	LORRAINE BENNETT VN38JUNES EXPENSES FP 06/07/16 40 48023339487669000N	EBP	24.26		50,464.52Cr
06/07/2016	NCALC VN 31 - INV 5777 FP 06/07/16 40 09023351842704000N	EBP	68.00		50,488.78Cr
04/07/2016	000716	CHQ	957.98		50,556.78Cr
	OPENING BALANCE				51,514.76Cr
Totals			2,200.65	0.00	



18/8/2016

UPTON PARISH COUNCIL
2016/2017 RECEIPTS AND PAYMENTS ACCOUNT TO

31/07/2016

2015/2016 ACTUAL		2016/2017	
		ACTUAL TO DATE	ANNUAL BUDGET
£	RECEIPTS	£	£
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	2.07	0
0.00	VAT claims	0.00	0
0.00	Other	64.80	0
<u>27,000.00</u>	Total receipts	<u>16,266.87</u>	<u>32,400</u>
PAYMENTS			
Parks & Open Spaces			
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
<u>0.00</u>		<u>250.00</u>	<u>500</u>
Planning & Highways			
0.00	Planning & Highways	0.00	0
<u>0.00</u>		<u>0.00</u>	<u>0</u>
Community			
0.00	Community engagement and events	0.00	0
0.00	Youth	0.00	1,200
0.00	Street Watch	0.00	0
<u>0.00</u>		<u>0.00</u>	<u>1,200</u>
Community Safety & PCSO			
0.00	PCSO costs	0.00	0
0.00	Community safety	0.00	0
<u>0.00</u>		<u>0.00</u>	<u>0</u>
Grants & Donations (under s137, Local Government Act 1972)			
	<i>maximum this year £7.36x7380= £54,316.80</i>		
0.00	Grants	798.32	3,800
900.00	Donations	0.00	100
<u>900.00</u>		<u>798.32</u>	<u>3,900</u>
Administration			
2,652.62	Salaries	2,486.78	5,500
35.22	Expenses	121.44	200
0.00	Pensions	0.00	0
463.35	Insurance	439.00	1,200
1,293.51	Stationery & postage	176.10	500
855.57	Telephone, Broadband & Website	947.95	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	347.30	3,000
1,275.81	Subscriptions	1,532.43	1,400
2,116.13	Election Costs	0.00	3,000
0.00	Other costs	6,644.60	0
<u>9,175.91</u>		<u>13,876.25</u>	<u>22,900</u>
675.24	VAT	1,684.77	0
<u>0.00</u>	Total Payments	<u>16,609.34</u>	<u>0.00</u>
<u>0.00</u>	Net Receipts/ (Payments)	<u>(342.47)</u>	<u>0.</u>
TOTAL Bank Balances			
TOTAL	Opening	TOTAL	41,112.45
0.00	Net Receipts/ (Payments)	(342.47)	0
0.00	Closing	<u>40,769.98</u>	<u>0</u>

unpresented payments

	Voucher No	Amount
Staples	42	106.25
Artilus Ways2Display	44	7854.00
Barbara Osborne	45	60.00
Lorraine Bennett	46	438.72
Lorraine Bennett	47	54.84
Lorraine Bennett	48	20.45
o2	49	11.94
		<u>8546.20</u>

As per bank reconciliation

£49,314.11
 49315.68 -1.6

[Handwritten signature]
 12/08/2016