

DEPDEN PARISH COUNCIL

INTERNAL AUDIT

Last Audit Date 2-10-17

Date 7. 5. 18

Ref.	Item.	Checked
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| ✓ 1. | 1. | Bank statements back to last audit. |
| ✓ 1.6 | 2. | Cheques sequential. |
| ✓ 2.2 | 3. | Bank paying in slips back to last audit. |
| ✓ 5.3 | 4. | List of cheque signatories. |
| ✓ 5.4 | 5. | Initial of at least one signatory on invoice/receipt against cheque stub. |
| ✓ 5.5 | 6. | Initials of signatories & RFO on cheque stubs. |
| ✓ 5.6 | 7. | Cheque no./date on invoice/receipt. |
| ✓ 8. | 8. | Recoverable VAT claimed. |
| 9.2 | 9. | Copies of orders on suppliers |
| ✓ 11. | 10. | Insurance certificate covering agreed risks. |
| ✓ 12 | 11 | Changes to Asset Register made. |

I confirm that Depden P.C. Financial Standing Orders dated 24.11.98 have been adhered to.