

DEPDEN PARISH COUNCIL

INTERNAL AUDIT

Last Audit Date 7.5.18

Date 9.10.18

Ref.	Item.	Checked
✓ 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.	
M/A 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.