

NORTH WALSHAM TOWN COUNCIL

INTERNAL SCRUTINEER REPORT

Quarter 1. Apr- June 2020

PURCHASES - INVOICES

Name
 Invoice No
 Amount
 Delivery note (where appropriate)
 Invoice initialled by Signatory
 Cheque Number
 Cheque stub initialled by Signatory
 Date through Bank

APRIL	MAY	JUNE
C.T. BAKER	ERNEST DOES	N. L. W. MAN
NSINV-0798300	MULTIPOL	19629/001
19.20	231.83	2336.40
N/A	YES	N/A
YES	YES	YES
4527	4540	4543
YES	YES	YES
2.6.2020	NOT YES	NOT YES

RECEIPTS - CEMETERY FEES

Document No. (interment/monument)
 Grave space number
 Fees charge as per scale
 Receipt number
 Receipt agrees to fees charged
 Agree fees to bank statement

5682	5684	5691
H17	T.20	U28
387	767	387
1546 BACS	BACS Payment	NOT YES ^{BACS} (Payment)
YES	YES	YES
YES	YES	YES

RECEIPTS - MARKETS

Month
 Agree as per scale
 Agree payment amount
 Agree date paid in to bank

N/A	N/A	N/A
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BANK RECONCILIATION

Month
 Checked

APRIL	MAY	JUNE
INCOME ✓ EXPEND ✓	INCOME ✓ EXPEND ✓	INCOME ✓ EXPEND ✓

Check adhering to Information Audit & Retention Disposal Policy (Council minutes 23.9.19,6dlf)

YES/NO

SIGNED 

Date 10.7.2020