

NORTH WALSHAM TOWN COUNCIL

INTERNAL SCRUTINEER REPORT

2 July - SEPT
 Quarter ~~Q1~~ - Dec 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

July	Aug	SEPT
TRADE W/	Just REG	RED 5
107266592	4545	105292
8.00	196.80	49.08
N/A	N/A	N/A
YES BH	NO	YES GB
4554	4566	D/D
YES BH	YES GB	D/D
6.8.20	1.9.20	2.10.20

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

5693	5695	5699
U.40	FA 19	GG 21
767	271.00	626.00
BACS	BACS	BACS
YES	YES	
YES	YES	NOT RECEIVED

RECEIPTS - MARKETS

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

DRAPER	SMITH EGGS	STANMORE
JULY	AUG	SEPT
YES HALF FEE	YES	YES
£85.50	£32.00	£82.00
12.8.20	10.8.20	18.9.20

BANK RECONCILIATION

Month
 Checked

JULY	AUG	SEPT
YES	YES	YES

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

YES/NO

SIGNED 

Date 9.10.2020