NORTH WALSHAM TOWN COUNCIL

INTERNAL AUDIT Quarter 1. Apr - June

PURCHASES - INVOICES

Name	WAVE	GLASDON	RESGOODLANE N.W
Invoice No	9072168540	S1775964	N/A
Amount	7.79	579.41	5000.00
Delivery note (where appropriate)	N/A	YES	N/A
Invoice initialled by Signatory	* NOT SIGNED	* NOT SIGNED	YES
Cheque Number	DD	4289	4251
Cheque stub initialled by Signatory	N/A	YES	YES
Date through Bank	4.6.19	NOT PROCESSED YET	3.5.19

RECEIPTS - CEMETERY FEES

Document No. (interment/monument)	5643	5645	5648
Grave space number	KK 30	F 40	U 31
Fees charge as per scale	387	767	767
Receipt number	NOT LISTED (~~387~~ 46)	NOT LISTED BACS PAYMENT	NOT LISTED BACS PAYMENT
Receipt agrees to fees charged	YES	YES	YES
Agree fees to cash book	YES	N/A	N/A
Agree fees to bank statement	YES	YES	YES

RECEIPTS - MARKETS

Stall holder	WELLS	BAXTER	ASQUITH
Month	APRIL	MAY	JUNE
Agree as per scale	YES	YES	YES
Agree payment amount	1200	24	16
Agree date paid in to bank	YES	YES	YES

BANK RECONCILIATION

Month	APRIL	MAY	JUNE
Checked	INCOME ✓ EXPENDITURE ✓	INCOME ✓ EXPENDITURE ✓	INCOME ✓ EXPENDITURE ✓

OBSERVATIONS

CEMETERY DOC'S NEED TO INCLUDE IDENTIFIABLE DOCUMENT NUMBER + RECEIPT Nº.

* NOT SIGNED - INVOICE

SIGNED. RMS Date 19.7.19.