

# NORTH WALSHAM TOWN COUNCIL

INTERNAL AUDIT

Quarter 2. July - Sept

## PURCHASES - INVOICES

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

*BS*

Came & Company ✓	FAST MOSTS ✓	NALC ✓
N/A ✓	53984562 ✓	3324 ✓
4163.85 ✓	33.00 ✓	72.00 ✓
N/A ✓	N/A ✓	N/A ✓
BH ✓	GB ✓	RS ✓
4256 ✓	CARO ✓	4376 ✓
BH ✓	N/A ✓	RS ✓
9.5.19 ✓	6.9.19 ✓	12.11.19.

## 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 cash book  
 Agree fees to bank statement

*BS*

<del>1538</del> /8653 ✓	5658 ✓	5661 ✓
H17 ✓	Y33 ✓	J140 ✓
E108 ✓	E626 ✓	E271 ✓
65 ✓	BACS ✓	144 ✓
YES ✓	YES ✓	YES ✓
YES ✓	YES ✓	YES ✓
YES ✓	YES ✓	YES ✓

## RECEIPTS - MARKETS

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

*BS*

BGE Jewellers ✓	ARMITH ✓	DOUBLE Q ✓
JULY ✓	AUG ✓	SEPT ✓
YES ✓	YES ✓	YES ✓
120.00 ✓	40 ✓	81 ✓
YES ✓	YES ✓	YES ✓

## BANK RECONCILIATION

Month  
 Checked

*BS*

JULY ✓	AUG ✓	SEPT ✓
YES ✓	YES ✓	YES ✓

## OBSERVATIONS

SIGNED *BS* .....

Date *27.11.19* .....