

# NORTH WALSHAM TOWN COUNCIL

11.3

## INTERNAL SCRUTINEER REPORT

Quarter 3. Oct - Dec 2019

### PURCHASES - INVOICES

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

OCT	NOV	DEC
ACORD PROPS	E-OW	RED 5
103990	FINAL BILL	104432
£1416.00	£54.07	£49.08
N/A	N/A	N/A
YES	YES	YES
004380	004406	00
YES	YES	N/A
5.11.19	3.12.19	2.1.2020

### 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

5663	5668	5669
F 38	AA 47	Y 47
£767 ✓	£387 ✓	£387 ✓
173	NOT RECORDED	NOT RECORDED
YES	NOT RECORDED	NOT RECORDED
YES	YES	YES

### RECEIPTS - MARKETS

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

PAB GROVE	J. STANMORE	K. BARBER SIZES
OCT	NOV	DEC
YES	YES	YES
10.00	30.00	17.00
YES	YES	YES

### BANK RECONCILIATION

Month  
 Checked

OCT	NOV	DEC
INCOME ✓ EXPEND ✓	INCOME ✓ EXPEND ✓	INCOME ✓ EXPEND ✓

### OBSERVATIONS

CEMETERY RECEIPTS & FEES FORM NEEDS CHANGING AND FULL COMPLETION

SIGNED 

Date 20.01.2020