

NORTH WALSHAM TOWN COUNCIL

9d

INTERNAL AUDIT

Quarter 3. Oct - Dec

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

ROYLANCE	OWER / GOR	KOET / GOR
✓ £767	✓ £379	✓ 271
✓	✓	✓
✓	✓	✓
✓	✓ 8/10/18	✓ 12/11/17

INVOICES

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

WOODROW	RENOSTEEL	JEWSON'S
163	165	202
£1068.00	£450	£98.42
YES	YES	YES
004140	004142	004166
NO	YES	YES
25-10-2018	14-11-2018	11-12-2018

MARKETS

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

TREATS & TUGERS	R. GODBOLD	R HALE
OCTOBER	NOVEMBER	DECEMBER
✓	✓	✓
36.00	30.00	51.00
✓	✓	✓

SALARIES

Month
Employee
Agree gross pay to letter of appointment or Council minutes (and subsequent pay awards)
Timesheet completed and signed (groundsmen)

OCTOBER	NOVEMBER	DECEMBER
KD MACKET	T FOSTER	MD GATFER
✓	✓	✓
✓	✓	✓

OBSERVATIONS

well kept records.

SIGNED.....*M. Gannard*.....

Date.....*9/1/2019*.....