

NORTH WALSHAM TOWN COUNCIL

INTERNAL AUDIT - Date: 18-07-2018

Quarter April to June.

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

5591	5597	5596
MM 13		218
387.00	271.00	387.00
ref Briggs	164	V.A. BIRD
✓	✓	✓
✓	✓	✓
10-4-2018	21-5-2018	13-6-2018

INVOICES

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

Absolute C.E.	S.R. PRINT.	MENS SHED
4.	32.	64.
£1425.60	£547.00	£491.93
N/A.	N/A.	N/A.
✓ SS	✓ SM.	✓ BH.
4032.	4049.	4073
X.	✓	✓
10-5-18.	8-6-18	2/7/18.

MARKETS

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

STANMORE	BAXTER	QA
APRIL	MAY	JUNE
YES	YES	YES
YES	YES	YES
10/4/2018	11/5/2018	29/6/2018.

SALARIES

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

APRIL	MAY	JUNE
FOSTER	GILBERT	COLLETT
✓	✓	✓
N/A.	YES.	N/A.

OBSERVATIONS

RECORDS EFFICIENTLY KEPT, and available for inspection.

SIGNED M. Seaward 18/7/2018.