

NORTH WALSHAM TOWN COUNCIL

7d

INTERNAL AUDIT

Quarter 4. Jan - Mar

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

H.M HOWL ST	WOODWIND/CROOK	BROOM
✓ £387.	✓ £136	✓ 387.
✓	✓	✓
✓ 27/2/19.	✓ 5/3/19.	✓ 8/1/19.

INVOICES

- N: 3
- Invoice No
- Amount
- Delivery note (where appropriate)
- Invoice initialled by Signatory
- Cheque Number
- Cheque stub initialled by Signatory
- Date through Bank

GERENKE	ARGOS	EBS. LTD.
428	453.	439.
£106.80.	279.89.	176.28.
✓	✓	✓
D. D.	CARD.	D. D.
7-1-2018.	13-3-2019.	29-3-2019.

MARKETS

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

S. BAYLER	J STANMORE	BEE JEWELLED
FEB.	JAN	MARCH
✓	✓	✓
50.00.	25.00	60.00
✓	✓	✓

SALARIES

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

JAN. 19.	FEB 19.	MARCH 19.
N CLARKE	M. T. BULLER	S.A. SHIELDS
✓	✓	✓
	✓	

OBSERVATIONS

Thank you for keeping records so well.

SIGNED..... meesward

Date..... 12/03/2019