

# NORTH WALSHAM TOWN COUNCIL

## INTERNAL SCRUTINEER REPORT

Quarter 3. Oct - Dec 2020

### 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 20	NOV 20	DEC 20
Name	CT BAKER	ESPO	MICROSOFT
Invoice No	NSINV-0195287	5857999	EO20010W110
Amount	577.05 <del>521.24</del>	76.06	22.80
Delivery note (where appropriate)	✓	✓	N/A
Invoice initialled by Signatory	GB	GB	GB
Cheque Number	004614	004615	BAL
Cheque stub initialled by Signatory	✓	NO	N/A
Date through Bank	CANX	NOT BANK	29.12.20

### 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

Document No. (interment/monument)			
Grave space number	T10	<del>GP 7</del>	<del>GP 7</del>
Fees charge as per scale	YES		YES
Receipt number	BALS		BALS
Receipt agrees to fees charged	YES		YES
Agree fees to bank statement	YES		YES

### RECEIPTS - MARKETS

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

	OCT 20	NOV 20	DEC 20
Month	DOUBLE Q	DEP PROP	WELLS
Agree as per scale	/YES	/YES	/YEARLY <sup>YES</sup>
Agree payment amount	£135	£48	£900
Agree date paid in to bank	29.10.20 ✓	24.11.20 ✓	24.12.20

### BANK RECONCILIATION

Month  
 Checked

	OCT	NOV	DEC
Month			
Checked	YES	YES	YES

ESPO CHEQUE STUB NOT SIGNED BY SIGNATORY  
 NOV 20.



SIGNED Bims

Date 12.1.21