

NORTH WALSHAM TOWN COUNCIL

INTERNAL SCRUTINEER REPORT

Quarter 4. Jan - March 2021

PURCHASES - INVOICES

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

| JAN | FEB | MARCH |
|-----------|---------|------------|
| EMILY DUE | NEWHAM | P. C. WOOD |
| 565908 | 20012 | 228582 |
| 16.50 | 6059.34 | 585.38 |
| N/A | N/A | N/A |
| YES GB | YES GB | YES GB |
| 4652 | 4675 | 620 |
| YES GB | YES GB | N/A |
| 4.3.21 | 8.4.21 | 24.3.21 |

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

| JAN | FEB | MARCH |
|------|-----------|-------------|
| | N/A | |
| | LL26 | T28 |
| | 387. | 1598. |
| None | BALS LING | BALS GASPAR |
| | 1.2.21 | 4.3.21 |

RECEIPTS - MARKETS

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

| JAN SMITH | FEB DANGLE | MARCH DEX DEX |
|-------------------------|------------|---------------|
| YES | YES | YES |
| 26.00 ^{7.1.21} | 108.00 | 16.00 |
| 27.1.21 | 1.3.21 | 25.3.21 |

BANK RECONCILIATION

Month
 Checked

| JAN | FEB | MARCH |
|-----|-----|-------|
| YES | YES | YES |

Check adhering to Information Audit & Retention Disposal Policy (Council minutes 23.9.19, 6dii)

YES/NO

SIGNED B. Sims

Date 16.3.21