

NORTH WALSHAM TOWN COUNCIL

INTERNAL SCRUTINEER REPORT

Quarter 2. July - Sept 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

July	Aug	Sept
ERNEST DOE	MICHAEL MANIA	Diana G Commons
573566	229858	09612-043064
117.28	65.00	59.23
YES	YES	N/A
YES GB	YES GB	YES G13
4772	CMRD	D/D
YES GB	N/A	N/A
06.09.21	12.08.21	07.07.21

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

5731	5733	5734
CHAPLE F37	GLS	KK06
YES	YES	YES
81	BACS	Cheque
YES	N/A	YES
YES	YES	YES

RECEIPTS - MARKETS

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

July STANMORE	Aug G. Smith	D.D. BAGE
82	YES	YES
YES	24.00	8.00
27.8.21 102634 RET	27.8.21 102634 RET	15.9.21 102635 RET

BANK RECONCILIATION

Month
Checked

July	Aug	Sept
YES	YES	YES

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

YES/NO

SIGNED 

Date 22.10.21