

# NORTH WALSHAM TOWN COUNCIL

## INTERNAL SCRUTINEER REPORT

Quarter 3. Oct - Dec 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

OCT	NOV	DEC
WAVE	GLASCOO	JUST REG
9567418	51827511	4180
39.50	3000.00	196.80
N/A	YES	N/A
YES GB	YES GB	YES GB
D/D	4822	4834
N/A	YES GB <sup>But stub</sup>	YES GB
21.10.21	21.12.21 <sup>incomplete NO Amount</sup>	24.12.21

### 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

OCT	NOV	DEC
5742	5751	5757
FA023	5002	GT148
YES	YES	YES
BAL	BAL	BAL
NA	<del>YES</del> N/A	N/A
18.10.21	8.11.21	18.12.21

### RECEIPTS - MARKETS

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

OCT	NOV	DEC
G. Smith	BAXTER	PASTOR COLLEGE
YES	YES	YES
32.00	8	5
26.10.21	26.11.21	14.12.21

### BANK RECONCILIATION

Month  
Checked

OCT	NOV	DEC
YES	YES	YES

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

YES/NO

SIGNED.....

Date 18.1.22