

APPENDIX 2: TRANSACTION SPOT CHECK (Checklist reference no. 1.5)

Check No.	1	2	3	4	5	6	7	8
Transaction type	Purchase invoice	Purchase invoice	Purchase invoice	Purchase invoice	Grant	Payroll	Income	Precept
Supplier/Customer	Synergy Plumbing Services Ltd	Opening the Book Furniture	Moss Solicitors	The Property Maintenance Co	Derbyshire Environmental Trust	Sharon Scott	Centre Stage	Charnwood BC
Invoice/Transaction No.	SPS2016485	15013	255965	(3xinvoices)	TLCF18/77	-	-	101085
Invoice/Transaction Date	26/03/18	18/05/18	19/07/18	22/10/18	14/11/18	25/03/19	23/02/19	25/09/18
Goods/Services Supplied	Old School works-plumbing	Furniture-library	Solicitors fees-OSP lease	OSP-plastering	3 rd party contribution-OSP	Mar-19 pay	Admission fees	Precept 1/2
Ledger Date	01/05/18	19/06/18	14/08/18	16/11/18	04/12/18	31/03/19	22/02/19	19/10/18
Ledger Reference	19	110	276	493	704	840	294/295	137
Item/Budget Heading	166	247	162	166	166	23	60	01
Payment Method	Cheque	Cheque	Cheque	Cheque	Cheque	s/o	Cas/cheques	BACS
Ref/Cheque No.	684	785	849	989	033	-	-	-
Authorised By	Council	Council	Council	Council	Council	Council	Council	Council
Order Minute Ref/Signed	-	-	-	-	-	-	-	Precept conf
Delivery Evidence	Project manager check	Library Man.Comm Chair check	Clerk check	Payment schedule	Contractor received payment	payslip	Invoice paid	Funds received
Payment Minute Ref	18/105c	18/118b	18/159b	18/212b	18/212b	19/058b	-	-
Insurance Value	£12673.69	£6562.40	-	-	-	-	-	-
Payments Date	24/04/18	06/06/18	07/08/18	09/11/18	11/11/18	25/03/19	04/03/19	25/09/18
Payment Value	£12673.69	£6562.40	£540.00	£20280.00	£6334.64	£919.11	£570.00	£119626.00
Bank Account Paid From/In	Current	Current	Current	Current	Current	Current	Current	Current
Statement No.	174	180	189	202	211	221	218	196
Statement Value	£12673.69	£6562.40	£540.00	£20280.00	£6334.64	£919.11	£606.00 [®]	£119626.00
Timely Payment	✓	✓	✓	✓	✓	✓	✓	✓
VAT Recorded	£2659.79	£1093.75	£90	£0	£0	£0	£0	£0
S137 Recorded in Ledger	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
S137 Minuted	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Notes	Included. in Asset Reg.	Included. in Asset Reg			Matched funding		[®] bulk payments	
Pass	✓	✓	✓	✓	✓	✓	✓	✓