

## Appendix A

### UCKFIELD TOWN COUNCIL



### MEMBERS AUDIT FORM

MONTH: NOVEMBER 2025

#### Checklist:

Documents will be chosen at random by Members carrying out the Audit.

#### SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices	<input checked="" type="checkbox"/>
Customer Invoices	<input checked="" type="checkbox"/>
Timesheets	<input checked="" type="checkbox"/>

#### BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

Clerks Account	<input checked="" type="checkbox"/>
Current/General Account	<input checked="" type="checkbox"/>
Business Reserve	<input checked="" type="checkbox"/>
35 day account	<input checked="" type="checkbox"/>
95 day account	<input checked="" type="checkbox"/>

#### BANK RECONCILIATION QUARTERLY VERIFICATION

Clerks Account	<input type="checkbox"/>
Current/General Account	<input type="checkbox"/>
Business Reserve	<input type="checkbox"/>
35 day account	<input type="checkbox"/>
95 day account	<input type="checkbox"/>

N/A

#### PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash

Luxfords Petty Cash,

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Signed ...:

Print Name

Dated ... 09/02/26 .....

### Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed stamped, signed, correct nominal code	Confirmed signed by two Cllrs	BACs payment no.
KD Catering	1465515 27/11/25	19120	✓	✓	1341569588
Amazon Business	4852100 8/11/25	19146	✓	✓	1341561022
Sussex Community NHS Foundation Trust	51477 15/11/25				

### Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
		✓	27 Nov / 29 Nov	November 2025 Page 7/9
NAQFAS	51475	✓ largely, 20% out	24 Nov	November 2025 Page 6/9

### Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
Janice Lawrie	✓	✓	28/11/25	1340185467
Lorraine Lawrie	✓	✓	20/11/25	1340185467

### Bank Reconciliation Checked

Bank Account	Bank statement date/ Pg. no.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
Clerks Account	Nov 25 page 1/2	✓	✓	1210
General Account	Nov 25 page 8/9	✓	✓	1200
Business Reserve	Nov 25 page 1/2	✓	✓	1227
35 day account	Nov 25 page 1/2	✓	✓	1225
95 day account	Nov 25 page 1/2	✓	✓	1226

### Quarterly bank reconciliation verification

Bank Account	Bank statement Date/ Pg. no.	RFO has signed both records	Member has signed both records	Notes
Clerks Account				
General Account				
Business Reserve				
35 day account				
95 day account				

### Petty Cash Checked

Account Name	Is reconciliation correct?	Selected Voucher name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council	✓	The Walks 25/11/25 £4 ✓	
Luxfords	✓	yes 17/11/25 ✓ £1.65	

