

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.

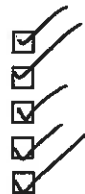
Supplier Invoices
Customer Invoices
Timesheets



BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

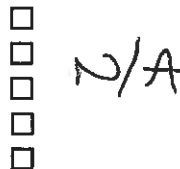
Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

Clerks Account
Current/General Account
Business Reserve
35 day account
95 day account



BANK RECONCILIATION QUARTERLY VERIFICATION

Clerks Account
Current/General Account
Business Reserve
35 day account
95 day account



PETTY CASH

Check cash balance and vouchers
Town Council Petty Cash
Luxfords Petty Cash,



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 Cutting	46551587 3 NOV 2015	19120	✓	✓	1341569588
Amazon Business	4852100 8 NOV 2015	19146	✓	✓	1341561072
Sussex Community NHS Foundation Trust	51477 17/11/25	15			

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.
		✓	28 NOV / 28 NOV	November 2015 Page 7/9
NADAFS	51475	✓ Largely 20p each	24 NOV	November 2015 Page 6/8

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record
Janie Janie Laurie	✓	✓	28/11/25	1340185467
Lorraine Lacey	✓	✓	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 8/19	✓	✓	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	✓	TLC Lxms 25/11/25 £4 ✓	
Luxfords	✓	yes 17/11/25 ✓ £1.65	

