


Thorpe on the Hill Parish Council

Internal Financial Control Checklist

On a regular basis, at least once in each quarter, a member (appointed at the Annual meeting), shall verify bank reconciliations for all accounts. The member shall sign the reconciliations and the original bank statements. This shall be reported, including any exceptions, to the Council for noting.

Date of Check:	28/06/2023	
Checked by:	Jason Bramford	
	Name	Signed

Spreadsheet check	Yes	No	Comment
Running total reconciles with bank statement (taking outstanding cheques into account)	Y		
Spreadsheet reconciliation against bank statement performed monthly	Y		
There is a separate column for VAT	Y		
VAT has been reclaimed	Y		

Receipts				
Item for checking (random selection) Income number	Date Receipt minuted on finance report	Payment agrees with the remittance slip/invoice	Comments	
Income 4	17.5.23	Yes	Hall Hire	
Income 14	17.5.23	Yes	Licence	
Income 17	17.5.23	Yes	Allotment	

Payments						
Item for checking (random selection) Payment number	Date payment minuted on finance report	Method of payment	Entered correctly on ledger	Vat identified	Comments	
10	17.5.23	Bank Transfer	Yes		Windows	
12	17.5.23	Bank Transfer	Yes		Grass	
14	17.5.23	Bank Transfer	Yes	Yes	BT	