

# 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.

|                       |                |               |
|-----------------------|----------------|---------------|
| <b>Date of Check:</b> | 13.10.23       |               |
| <b>Checked by:</b>    | Jason Bramford |               |
|                       | <b>Name</b>    | <b>Signed</b> |

| <b>Spreadsheet check</b>  |            |           |                              |
|---|------------|-----------|------------------------------|
|   | <b>Yes</b> | <b>No</b> | <b>Comment</b>               |
| <b>Running total reconciles with bank statement (taking outstanding cheques into account)</b> | Yes        |           |                              |
| <b>Spreadsheet reconciliation against bank statement performed monthly</b>                    | Yes        |           |                              |
| <b>There is a separate column for VAT</b>   | Yes        |           |                              |
| <b>VAT has been reclaimed</b>   | YES        |           | <b>VAT Refund identified</b> |

| <b>Receipts</b>  |   |  |                  |
|--|---|--|------------------|
| <b>Item for checking(random selection)<br/>Income number</b> | <b>Date Receipt minuted on<br/>finance report</b> | <b>Payment agrees with the<br/>remittance slip/invoice</b> | <b>Comments</b>  |
| <b>Income 34</b>   | <b>05.07.23</b>                                   | <b>Yes</b>   | <b>2 x plots</b> |
| <b>Income 44</b>   | <b>06.09.23</b>                                   | <b>Yes</b>   |                  |
| <b>Income 49</b>   | <b>06.09.23</b>                                   | <b>Yes</b>   |                  |

| <b>Payments</b>  |   |                              |  |                           |                 |
|--|---|------------------------------|--|---------------------------|-----------------|
| <b>Item for checking (random selection)<br/>Payment number</b> | <b>Date payment<br/>minuted on<br/>finance report</b> | <b>Method of<br/>payment</b> | <b>Entered<br/>correctly on<br/>ledger</b> | <b>Vat<br/>identified</b> | <b>Comments</b> |
| <b>Expenditure 40</b>  | <b>05.07.23</b>                                       | <b>BACS</b>                  | <b>Yes</b>                                 | <b>No</b>                 |                 |
| <b>Expenditure 42</b>  | <b>06.09.23</b>                                       | <b>BACS</b>                  | <b>Yes</b>                                 | <b>No</b>                 |                 |
| <b>Expenditure 54</b>  | <b>06.09.23</b>                                       | <b>Unclear</b>               | <b>Yes</b>                                 | <b>No</b>                 |                 |