

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:	08/01/2	
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 65	11.10.23	Yes	
Income 71	31.10.23	Yes	
Income 82	05.12.23	Yes	

Item for checking (random selection) Payment number	Date payment minuted on finance report	Entered correctly on ledger	Vat identified Y/ N / NA	Comments
Expenditure 86	03.10.23	Y	Y	
Expenditure 111	11.12.23	Y	Y	
Expenditure 122	27.12.23	Y	N/A	