

# 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.

Receipts			
Item for checking(random selection) Income number	Date receipt minuted on finance report	Payment agrees with the remittance slip/invoice	Comments
Income 94	17.01.2024	Yes	
Income 98	06.03.2024	Yes	
Income 112	17.04.2024	Yes	

Payments					
Item for checking (random selection) Payment number	Date payment minuted on finance report	Method of payment	Entered correctly on ledger	Vat identified	Comments
127	17.01.2024	Bank Transfer	Yes	N/A	
138	06.03.2024	Direct Debit	Yes	Yes	
157	17.04.2024	Bank Transfer	Yes	N/A	

Spreadsheet check			
	Yes	No	Comment
There is a separate column for VAT	yes		

<b>Date of Check:</b>	22/05/2024		
<b>Checked by:</b>	Jason Bramford	J Bramford	
	Name	Signed	