

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:	17/08/2024	
Checked by:	Jason Bramford	Jason Bramford
	Name	Signed

Spreadsheet check			
	Yes	No	Comment
Running total reconciles with bank balance	y		
Spreadsheet reconciliation against bank statement	y		
There is a separate column for VAT	y		
VAT has been reclaimed	y		

Receipts				
Item for checking (random selection) Income number	Minute date included on ledger	Entered correctly on ledger	Payment agrees with the remittance slip/invoice	Comments
1	29.05.2024	Y	Y	
8	29.05.2024	Y	Y	
28	10.07.2024	Y	Y	

Payments					
Item for checking (random selection) Payment number	Minute date included on ledger	Entered correctly on ledger	Payment agrees with remittance slip/invoice	VAT identified if applicable	Comments
4	29.05.2024	Y	Y	y	
12	29.05.2024	Y	Y	y	
26	10.07.2024	Y	Y	n/a	