



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:	09.10.24	
Checked by:		
	Name	Signed

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

Item for checking (random selection) Income number	Entered correctly on ledger	Payment agrees with the remittance slip/invoice	Comments
35	✓	✓	
45	✓	✓	
55	✓	✓	

Payments				
Item for checking (random selection) Payment number	Entered correctly on ledger	Payment agrees with remittance slip/invoice	VAT identified if applicable	Comments
47	✓	✓	✓	
61	✓	✓	✓	
71	✓	✓		

