





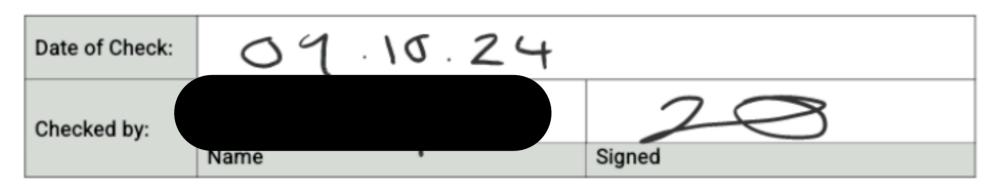


Home Insert View Review

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.



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	Entered	Payment	VAT identified	
selection)	correctly	agrees with remittance	if applicable	Comments
Payment number	on ledger	slip/invoice		
47				
61		. /	. /	
	/			
71				

