

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:	14 August 2025	
Checked by:	Jason Bramford	Jason Bramford
	Name	Signed

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

Receipts	
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Item for checking (random selection) Income number	Minute date included on ledger	Entered correctly on ledger	Payment agrees with the remittance slip/invoice	Comments
12	28/5/25	yes	yes	
27	28/5/25	yes	yes	
32	09/07/25	yes	yes	

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
11	28/5/25	yes	yes	na	
20	09/07/25	yes	yes	na	
31	09/07/25	yes	yes	yes	

