

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:	31.08.26	
Checked by:	Jason Bramford	Councillor
	Name	Position

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				
Item for checking (random selection) Income number	Minute date included on ledger	Entered correctly on ledger	Payment agrees with the remittance slip/invoice	Comments
04	Yes	Yes	Yes	
18	Yes	Yes	Yes	
24	Yes	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
19	Yes	Yes	Yes	Yes	
22	Yes	Yes	Yes	Yes	
30	Yes	Yes	Yes	Yes	