

Aubourn and Haddington Parish Council

Internal Financial Control Checklist

On a regular basis, at least once in each quarter, a member of the Parish Council, shall verify bank reconciliations for all accounts. The member shall sign the reconciliations. This shall be reported, including any exceptions, to the Council for noting.

Date of Check:	Quarter 3 14 th January 2024	
Checked by:	John Mosedale	
	Name	Signed

Spreadsheet check			
	Yes	No	Comment
Running total reconciles with bank statement (taking outstanding cheques into account)	Yes		
Spreadsheet reconciliation against bank statement performed monthly	Yes		
There is a separate column for VAT	Yes		
VAT has been reclaimed	Yes		In progress

Items for checking (random selection) Payment number	Date payment minuted on finance report	Entered correctly on ledger	Vat identified Yes / No / NA	Comments
43	November 2023	Yes	Yes	
44	November 2023	Yes	Yes	
52	November 2023	Yes	Yes	