

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 4 2023/24	
Checked by:	John Mosedale	J Mosedale
	Name	Signed

Spreadsheet check			
	Yes	No	Comment
There is a separate column for VAT	Yes		
VAT has been reclaimed		No	In due course.

Items for checking (random selection)	Entered correctly on ledger	Vat identified Yes / No / NA	Comments
Payment number			
68	Yes	Yes	Invoice corresponds with ledger. Company registered for VAT.
74	Yes	No	Invoice corresponds with ledger. Company not registered for VAT
85	Yes	No	Invoice corresponds with ledger. Can't see any VAT registration for this account with Unity Trust Bank.