

## 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. This shall be reported, including any exceptions, to the Council for noting.

<b>Date of Check:</b>	Quarter 1 2024/25	
<b>Checked by:</b>	John Mosedale	
	<b>Name</b>	<b>Signed</b>

Spreadsheet check			
There is a separate column for VAT	Yes		
VAT has been identified if applicable	Yes		

Items for checking (random selection) Payment number	Entered correctly on ledger	Vat identified Yes / No / NA	Comments
9	Yes	Yes	Clock tower floor repairs as agreed at Parish Council Meeting.
10	Yes	NA	Parish Clerk Salary as agreed at Parish Council Meeting.
23	Yes	NA	Room hire whilst Clock Tower floor repairs take place.