

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.

Date of Check:	Quarter 1 2025/26	
Checked by:	John Mosedale	
	Name	Signed

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
10	Yes	Yes	Vat of £1.14
16	Yes	No	Service Charge only no vat.
21	Yes	Yes	Vat of £420.00