

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 3 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)	Entered correctly on ledger	Vat identified Yes / No / NA	Comments
Payment number			
54	Yes	yes	Vat of £23.62
61	Yes	NA	No vat applicable
62	Yes	Yes	Vat of £48.33