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 2026/27**	
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
3	Yes	NA	Internal bank transfer to current account.
9	Yes	NA	Parish Clerk salary and agreed expenses.
14	Yes	NA	Parish insurance.

Any other comments.