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 2 2026/27** **10/11/2026**	
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
35	Yes	Yes	Part payment for work already completed.
51	Yes	N/A	Floor staining and new kitchen fitted
61	Yes	Yes	New lighting and various other electrical works to bring the building up current regs.

Any other comments.