

## Aubourn and Haddington Parish Council

### Internal Financial Control Checklist

On a regular basis, at least once in each quarter, a member (appointed at the Annual meeting), shall verify bank reconciliations for all accounts. The member shall sign the reconciliations and the original bank statements. This shall be reported, including any exceptions, to the Council for noting.

<b>Date of Check:</b>	Quarter 1 11 July 2023	
<b>Checked by:</b>	John Mosedale (Vice Chairman)	
	<b>Name</b>	<b>Signed</b>

<b>Spreadsheet check</b>			
	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Running total reconciles with bank statement (taking outstanding cheques into account)</b>	Yes		
<b>Spreadsheet reconciliation against bank statement performed monthly</b>	Yes		
<b>There is a separate column for VAT</b>	Yes		
<b>VAT has been reclaimed</b>		No	VAT reclaimed as per standing financial orders

<b>Payments/expenditure</b>					
<b>Item for checking (random selection)</b>	<b>Date payment minuted on finance report</b>	<b>Method of payment</b>	<b>Entered correctly on ledger</b>	<b>Vat identified</b>	<b>Comments</b>
<b>Payment number</b>					
<b>Income 2</b>	<b>14/04/23</b>	<b>Bank Xfer</b>	<b>Yes</b>	<b>Non</b>	<b>Clock tower cleaning</b>
<b>Income 3</b>	<b>14/04/23</b>	<b>Bank Xfer</b>	<b>Yes</b>	<b>Yes</b>	<b>LALC subscription</b>
<b>Income 6</b>	<b>09/05/23</b>	<b>Bank Xfer</b>	<b>Yes</b>	<b>Yes</b>	<b>Eon Electricity</b>