

## 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. The member shall sign the reconciliations. This shall be reported, including any exceptions, to the Council for noting.

<b>Date of Check:</b>	Quarter 2 25/10/2023		
<b>Checked by:</b>	John Mosedale	Redacted. Original on file.	
	Name	Signed	

Spreadsheet check			
	Yes	No	Comment
Running total reconciles with bank statement (taking outstanding cheques into account)	Yes		
Spreadsheet reconciliation against bank statement performed monthly	Yes		
There is a separate column for VAT	Yes		
VAT has been reclaimed		No	VAT reclaimed at year end.

<b>Payments</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>23</b>	<b>19/07/2023</b>	<b>Cheque</b>	<b>Yes</b>	<b>None</b>	<b>Grass Cutting</b>
<b>32</b>	<b>07/09/2023</b>	<b>Bank Payment</b>	<b>Yes</b>	<b>Yes</b>	<b>Telephone Box re pint.</b>
<b>38</b>	<b>20/09/2023</b>	<b>Bank Payment</b>	<b>Yes</b>	<b>Yes</b>	<b>Street Light Lantern replacement</b>