

Aylburton Parish Council Internal Controls Checklist

Year: 2020-21, Quarter: Q2

I have seen and signed/initialled the following documents, and checked them to my satisfaction.

- Budget statement for this year, up to and including the entirety of this quarter
- Bank statements for all council bank accounts, covering this quarter
- Cashbook for this year, up to and including the entirety of this quarter
- Bank reconciliation for this quarter
- All invoices for this quarter

Quarterly Internal Checklist

All payments are authorised by two Members
 Cheque signatories have initialled the original invoice and counterfoil as evidence
 The cheque counterfoil has been initialled by the auditing Member
 Bank accounts reconciled every quarter
 Payroll actioned accurately every month
 All payments entered into accounting system/spreadsheet/cashbook accurately with the relevant power
 Payment schedule presented to full council every month
 There are separate s137 and VAT columns on the accounting spreadsheet/system
 The VAT is claimed at least annually
 Receipts are correctly recorded on accounts system/spreadsheet
 Receipts are reconciled against original bank statements
 For funds being transferred between accounts, a virement has been agreed and recorded by the Council
 A reconciliation of accounts is presented to Council every financial quarter
 The internal checks occur every financial quarter

Yes/No	Comment

Signature:.....

Print name:

Date: