

# Hinton PARISH COUNCIL

## Monthly/bi-monthly/quarterly - Internal Check list

	YES	NO	Comment
All payments are authorised by two Members	✓		
Cheque signatories have initiated the original invoice as evidence	✓		
The cheque counterfoil initialled by the auditing Member	/		
Bank accounts reconciled monthly (or other - please identify)	/		
Payroll actioned accurately on a regular basis (state frequency)	/		
system/spreadsheet/cashbook accurately with the relevant power	/		
Payment schedule presented to full council (state frequency)	/		
The are separate s137 and VAT columns on the accounting spreadsheet/system	/		
The VAT is claimed regularly (please state frequency)	/		
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 regularly (please state frequency), and date of last one.	/		
The internal checks occur (state frequency)	/		
Check Invoices against entries, signatures	/		
Any other comments			
<b>Auditing Member: - PRINT NAME (Signature)</b>			
Date: N. COOLIC 03/09/24			