

Hinton PARISH COUNCIL

16 - Waterplus 50.00
 64 - Dobbies - 60.00
 83 - Rent of room 30.00
 91 - COM.H/beat 162.00

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)	✓		YEARLY
Receipts are correctly recorded on accounts system/spreadsheet	✓		
Receipts are reconcilled against original bank statements	✓		
For funds being transferred between accounts, a virement has been agreed and recorded by the Council	✓	N/A	
A reconciliation of accounts is presented to Council regularly (please state frequency), and date of last one.	✓		MONTHLY
The internal checks occur (state frequency)	✓		
Check Invoices agaisnt entries, signatures			
Any other comments			
Auditing Member: - PRINT NAME (Signature)			<i>Michael [Signature]</i>
Date: 5/11/24			

