

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)	✓		MONTHLY.
Payroll actioned accurately on a regular basis (state frequency)	✓		MONTHLY NOT SHOWN.
system/spreadsheet/cashbook accurately with the relevant power	✓		
Payment schedule presented to full council (state frequency)	✓		MONTHLY
The are separate s137 and VAT columns on the accounting spreadsheet/system	—		VAT DONE S137 N/A.
The VAT is claimed regularly (please state frequency)	✓		ANNUALLY.
Receipts are correctly recorded on accounts system/spreadsheet	✓		MONTHLY/AS WRITTEN
Receipts are reconcilled against original bank statements	✓		
For funds being transferred between accounts, a virement has been agreed and recorded by the Council	NA		
A reconciliation of accounts is presented to Council regularly (please state frequency), and date of last one.	✓		MONTHLY.
The internal checks occur (state frequency)	✓		MONTHLY MONTHLY
Check Invoices against entries, signatures	✓		NO 32 IN SPREADSHEET NO 16 HAND PRINTS.
Any other comments			EVERYTHING DONE CORRECTLY
Auditing Member: - PRINT NAME (Signature)			NICK COOKE N.C.
Date:			02/07/24