

HUNTS GROVE 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 reconcilled 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)				
Any other comments				
Auditing Member: - PRINT NAME (Signature)				
Date:				