

# Maids Moreton Parish Council

## Internal Controls Checks

The Internal Controls Councillor checks quarterly, by random sampling that;

- all anticipated income, including VAT recovery is received
- payments are properly authorised before they are made
- the record of receipts and payments is kept up to date
- that a bank reconciliation is carried out at regular intervals and
- any financial anomalies are resolved.

Date Completed:

12/11/21

Invoices sampled:

21024

	Quarter <u>1</u> 2 3 4 (please circle as appropriate)
All anticipated income has been received.	Check against budget for anticipated income and check it has been received. ✓
All payments are properly authorised before being made.	Check sampled invoices have been correctly authorised; both agreed at a meeting and by 2 authorised signatories. ✓ Direct Debit
Receipts and payments record is kept up to date .	Check receipts and payments spreadsheet has been completed correctly for the chosen invoices ✓
Bank reconciliation is carried out at regular intervals.	Check the bank reconciliation has been completed and balances. ✓
Comments	Any comments on what was found. 21024 Part Payment authorised of £2025 75% of invoice

Signed by

Name:

Graham Mah

Signature:

