

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:

29. 4. 2022

Invoices sampled:

DEC 2021 21128 (GRANTA NETWORK SOLUTIONS) - £200 ✓
 JAN 2022 21148 (YARDLEY HEATING SERVICES) - £414 ✓
 FEB/MARCH 21171 (TREE SOLUTIONS) - £448 ✓

	Quarter 1 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. KMC.
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. KMC
Receipts and payments record is kept up to date .	Check receipts and payments spreadsheet has been completed correctly for the chosen invoices KMC
Bank reconciliation is carried out at regular intervals.	Check the bank reconciliation has been completed and balances. KMC
Comments	Any comments on what was found. * TWO INVOICES RAISED BY YARDLEY ONE FOR SCOUT HUT & ONE FOR CRICKET PAVILION. TOTAL PAYMENT CHECKED TO BANK STATEMENT £228 (£114 x 2)

Signed by

Name:

KENNETH MC CLINTOCK

Signature:

Kenneth Mc Clintock