

Maids Moreton Parish Council

Internal Controls Checks

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

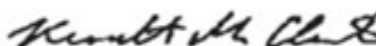
- all anticipated income, including VAT recovery is received
- payments are properly authorised before they are made
- the record of receipts and payments is kept up to date
- that a bank reconciliation is carried out at regular intervals and
- any financial anomalies are resolved.

Date Completed: 22 April 2024

Invoices sampled: 1. Men in Sheds £320 (21.3.24); 2. UVE Planning £2774.40 (20.3.24); 3. Tee online £194.39; (15.1.24) and 1 receipt DK Children rent, £1,250.00, (1.12.23 – paid in advance for quarter to 31.3.24)

	Quarter 1 2024
All anticipated income has been received.	Check against budget for anticipated income and check it has been received. Checked DK Child care receipt as a sample. Rent for Q1 was paid early on 1.12.23. Matches agreed amount (£5,000 per annum) pre increase agreed for 2024/25
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. All correct
Receipts and payments record is kept up to date .	Check receipts and payments spreadsheet has been completed correctly for the chosen invoices All correct
Bank reconciliation is carried out at regular intervals.	Check the bank reconciliation has been completed and balances. Confirmed individual invoices paid as per bank statements
Comments	Any comments on what was found. N/A

Signed by Name: Kenneth McClintock



Signature: _____