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:  29th September 2024

Invoices sampled: 1. Tree Solutions, £1,320, 26.4.24; 2. Joanna Simmonds, £200, 24.4.24; 3. Harris Bros, £800, 14.6.24; 4. D K Childcare Invoice.  £1,102.56

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| --- | --- |
|  | **Quarter 1   2024   3 months to 30.6.23** |
| All anticipated income has been received. | Check against budget for anticipated income and check it has been received.  **Checked DK Childcare receipt as a sample. All correct.** |
| 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.  **All correct.** |
| Comments | Any comments on what was found.  **None All correct.** |

Signed by Name: Kenneth McClintock

A close-up of a logo

Description automatically generated

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_