Spelsbury Parish Council

INTERNAL CHECK LIST

P	Yes	No	Comments
Payments			
Invoices are signed by 2 signatories and initialled			
by RFO	V		
A minimum of 3 payments have been cross-			
referenced against the minutes, invoices and	1	1	
bank statement			
All payments are minuted at full Council meeting			
Receipts			
All receipts are minuted at full Council meeting	1		
Receipts are cross-referenced against the			
minutes and bank statement			
Banking			
Bank accounts are reconciled monthly and	1		
presented at full council meetings	1	n-constant of the constant of	
Accounting system			
All payments are entered into the accounting			
system accurately			
All receipts are entered into the accounting	1		
system accurately			
There is a separate VAT column in the			
accounting system	1		
Salaries	***************************************		
Payroll is actioned accurately on a monthly			
basis			
PAYE/NIC payments are made on time			
PAYE/NIC payments agree with payroll	<u></u>		
VAT			
VAT is claimed on an annual basis	V		
Budget			
All payments are entered accurately into the			
budget system			
Budget is presented to the Council at full council		e	
meetings	1		
Asset Register			
Asset register is correct and reconciles to the			
accounting system	1		
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	1	1	
All payments are entered accurately into the	. /		
budget system			
Budget is presented to the Council at full council		-	
meetings			
Asset Register			
Asset register is correct and reconciles to the			
accounting system	1		
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Any other comments			
None			
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Date: 5/4/2024			
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