

Chadlington Parish Council
INTERNAL FINANCIAL CHECK LIST

	Yes	No	Comments
Payments			
All cheque payments are authorised by 2 signatories	✓		5 Payments sampled at random
Cheque counterfoils are signed by 2 signatories	✓		
Invoices are signed by 2 signatories and initialled by RFO	✓		
A minimum of 3 payments have been cross-referenced against the cheque book and bank statement	✓		
All payments are minuted at full Council meetings	✓		
Receipts			
All receipts are minuted at full Council meetings	✓		
Receipts are cross-referenced against the paying book (if relevant) and bank statement	✓		
Banking			
Bank accounts are reconciled monthly and presented to the Council at full council meetings	✓		
Accounting system			
All payments are entered into the accounting system accurately	✓		
All receipts are entered into the accounting system accurately	✓		
There is a separate VAT column in the accounting system	✓		
Salaries			
Payroll is actioned accurately on a monthly basis	✓		
PAYE/NIC payments are made on time	✓		
PAYE/NIC payments agree with payroll	✓		
VAT			
VAT is claimed on at least an annual basis	✓		
Budget			
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	✓		

Any other comments

All records appear to be in good order. Clerk has excellent understanding of the nature of risks and appropriate controls.

Internal Checker: Name

Prakash Kelshiker

Signature



Date:

3 March 2025