

COATES PARISH COUNCIL

Monthly/bi-monthly/quarterly - Internal Check list

	YES	NO	Comment
All payments are authorised by two authorised persons	<input checked="" type="checkbox"/>		
Cheque signatories have initiated the original invoice as evidence	<input checked="" type="checkbox"/>		Not applicable
The cheque counterfoil initialled by the auditing Member	<input checked="" type="checkbox"/>		Not applicable
Bank accounts reconciled monthly (or other - please identify)	<input checked="" type="checkbox"/>		Bi-monthly
Payroll actioned accurately on a regular basis (state frequency)	<input checked="" type="checkbox"/>		Bi-monthly
All payments entered into accounting system / spreadsheet / cashbook accurately with the relevant power	<input checked="" type="checkbox"/>		
Payment schedule presented to full council (state frequency)	<input checked="" type="checkbox"/>		Bi-monthly
The are separate s137 and VAT columns on the accounting spreadsheet / system	<input checked="" type="checkbox"/>		As confirmed by <i>ADP</i>
The VAT is claimed regularly (please state frequency)	<input checked="" type="checkbox"/>		Six monthly
Receipts are correctly recorded on accounts system / spreadsheet	<input checked="" type="checkbox"/>		
Receipts are reconciled against original bank statements	<input checked="" type="checkbox"/>		Bi-monthly
For funds being transferred between accounts, a virement has been agreed and recorded by the Council	<input checked="" type="checkbox"/>		
A reconciliation of accounts is presented to Council regularly (please state frequency), and date of last one.	<input checked="" type="checkbox"/>		Bi-monthly
The internal checks occur (state frequency)	<input checked="" type="checkbox"/>		Quarterly
Any other comments			
Auditing Member: - PRINT NAME (Signature) <i>du Hamel</i>			<i>SPECIAL AGENT</i>
Date: <i>16/1/2024</i>			