COATES PARISH COUNCIL

Bi-monthly - Internal Check list
Period: 26 October 2024 to 31 December 2024

		YES	NO	Comment	
All payments are authorised by two authorised persons		✓			
Cheque signatories have initiated the orginal invoice as evidence				Not applicable	
The cheque counterfoil initialled by the auditing Member				Not applicable	
Bank accounts reconciled monthly (or other - please identify)		✓		Bi-monthly	
Payroll actioned accurately on a regular basis (state frequency)		✓		Bi-monthly	
All payments entered into accounting system / spreadsheet / cashbook accurately with the relevant power		✓			
Payment schedule presented to full council (state frequency)		✓		Bi-monthly	
The are separate s137 and VAT columns on the accounting spreadsheet / system		✓			
The VAT is claimed regularly (please state frequency)		✓		Six monthly	
Receipts are correctly recorded on accounts system / spreadsheet		✓			
Receipts are reconcilled against original bank statements		✓		Bi-monthly	
For funds being transferred between accounts, a virement has been agreed and recorded by the Council		✓			
A reconcilation of accounts is presented to Council regularly (please state frequency), and date of last one.	31.12.24	✓		Bi-monthly	
The internal checks occur (state frequency)		✓		Quarterly	
Any other comments	Alan has been meticulous about keeping everything in good order. Thanks Alan				
Auditing Member: - PRINT NAME (Signature)					

G. TORRY - HARRIS G. Torry - Harris 27.03.2025