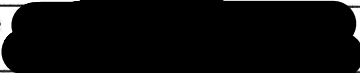


Spelsbury Parish Council
INTERNAL CHECK LIST

	Yes	No	Comments
Payments			
Invoices are signed by 2 signatories and initialled by RFO	✓		
A minimum of 3 payments have been cross-referenced against the minutes, invoices and bank statement	✓		
All payments are minuted at full Council meeting	✓		
Receipts			
All receipts are minuted at full Council meeting	✓		
Receipts are cross-referenced against the minutes and bank statement	✓		
Banking			
Bank accounts are reconciled monthly and presented 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		✓	Issues with Bank account
PAYE/NIC payments agree with payroll	✓		
VAT			
VAT is claimed on 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

Internal Checker: Name <u>Jack Blackwell</u>	Signature 
Date: <u>14/02/2025</u>	