

COATES PARISH COUNCIL

Bi-monthly - Internal Check list

Period: 25 August 2024 to 25 October 2024

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

Paul Ann
27/11/2025