



### INTERNAL FINANCIAL CHECK LIST

	Question	Yes	No	Additional comments
1	Are all payments authorised by two members?	✓		
2	Was each item of expenditure authorised by a minuted resolution?	✓		
3	Have cheque signatories initialled the original invoice?	✓		Both cheque signatories to initial invoice
4	Have cheque counterfoils been initialled by auditing member?		✓	Counterfoils need to be signed by cheque signatories
5	Are all payments and receipts correctly recorded on Scribe?	✓		
6	Do budgeted and actual expenditure tally?	✓		
7	Has a commentary been provided where any major variances occurred between actual and budgeted figures?			Not appropriate. Only done at year end.
8	Have bank accounts been reconciled Bi-monthly?	✓		Minuted and signed off at P.C meeting.
9	Do bank statement balances match those shown on the cash reconciliation?	✓		
10	Have copies of the bank statements been made available for scrutiny on a Bi-monthly basis?	✓		Signed by chairman.
10	Is s.137 expenditure clearly recorded?	✓		
11	Has payroll been actioned accurately on a regular basis.	✓		
12	Are reserves maintained accurately?	✓		
13	Is VAT clearly recorded?	✓		
14	Other comments: Check list for account management & inland revenue returns to be prepared by clerk.			
15	Next internal financial check due:			February 2024.

UNDERTAKEN BY: R. A. Howson

DATE: 30/11/23