

Bank Reconciliation 1. Does the ledger match the bank statements? 2. Are there sufficient funds? 3. Has the precept been paid? (May & October) 4. Are there any outstanding invoices to be paid (if so have they been chased)?		✓		
VAT – Check that it has been reclaimed – (quarterly)				

Note: Approximately 10% of payments (not every item) should be checked every quarter.

Date of check: 5 Feb 2020

Signature of Checker:

Name of Checker: James Cross

Any issues are to be reported without delay to the Chairman of the Finance and General Purposes Committee.