

April May & June 2019

Internal Control Check List

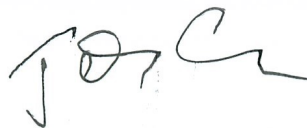
Description/Action	Payment details	Yes	No	Comments.
Check the cheque no's listed as payments on the RFO report run in order (that any missing cheque no's are in the book – with VOID written across).	/			
Does the description of the dd payment on the RFO report match the column in the ledger?	/			
Cross check the cheques against paperwork provided.	/			
Cross check the cheques against the RFO Report.	/			
Cross check the cheques against the bank statement.	/			
Cross check the cheques to the ledger.	/			
Does the cheque description of the payment on the RFO report match the column in the ledger?	/			
Cheques not presented – are they more than 6 months? – Is so has any action been taken?	/			
Cancelled cheques – have these been replaced?	/			
Has the cheque stub been initialled?	/			
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)?				

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

Date of check:

17 July 2019

Signature of Checker:



Name of Checker:

Jamie Cross