

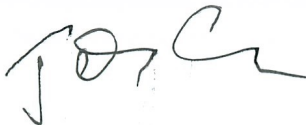
April May & June 2019

Internal Control Check List

Description/Action	Payment details	Yes	No	Comments.
Check the cheque no's listed as payments on the RFO run in order (that any missing cheque no's are in book - with VOID written across).	/			
Check the description of the added payment on the RFO match the column in the ledger?	/			
Check the cheques against paperwork provided.	/			
Check the cheques against the RFO Report.	/			
Check the cheques against the bank statement.	/			
Check the cheques to the ledger.	/			
Check the cheque description of the payment on the RFO match the column in the ledger?	/			
Check cheques not presented - are they more than 6 months? Has any action been taken?	/			
Check cancelled cheques - have these been replaced?	/			
Check the cheque stub been initialled?	/			
Reconciliation				
Does the ledger match the bank statements?				
Are there sufficient funds?	/			
Has the precept been paid? (May & October)	/			
Are there any outstanding invoices to be paid (if so have they been chased)?	/			

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

check:
17 July 2019

Signature of Checker:


Name of Checker:
Jamie Cross