

If expenditure is over £3,000 – see Standing Orders 17c. (Has the proper procedures taken place)?	✓			
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: 16 October 2019

Signature of Checker: 

Name of Checker: Jamie Cross