

Totternhoe Parish Council

Internal Controls Checks

Totternhoe Parish Council resolved on 20 July 2021 that the Internal Controls Councillor checks, by random sampling that;

- all anticipated income is received
- payments are properly authorised before they are made
- the record of receipts and payments is kept up to date
- that a bank reconciliation is carried out at regular intervals and
- any financial anomalies are resolved.

| | Q1 | Q2 | Q3 | Q4 |
|---|----|----|----|----|
| All anticipated income rec'd | | | | |
| Payments properly authorised before made | | | | |
| Receipts and payments record is kept up to date | | | | |
| Bank reconciliation is carried out at regular intervals | | | | |
| Comments | | | | |
| Name and date | | | | |

Agreed: 20/07/21