QUENINGTON PARISH COUNCIL

Quarterly - Internal Check list

		YES	NO	Comment	
All payments are authorised by two Members		✓			
Cheque signatories have initiated the orginal invoice as evidence				N/A	
The cheque counterfoil initialled by the auditing Member				N/A.	
Bank accounts reconciled monthly (or other - please identify)		✓			
Payroll actioned accurately on a regular basis (state frequency)		✓		MONTHLY.	
All payments entered into accounting system/spreadsheet/cashbook accurately with the relevant power		✓			
Payment schedule presented to full council (state frequency)		✓		MONTHLY.	
The are separate s137 and VAT columns on the accounting spreadsheet/system		✓			
The VAT is claimed regularly (please state frequency)		✓		ANNUALLY.	
Receipts are correctly recorded on accounts system/spreadsheet		✓			
Receipts are reconciled against original bank statements		✓			
For funds being transferred between accounts, a virement has been agreed and recorded by the Council		✓			
A reconcilation of accounts is presented to Council regularly (please state frequency), and date of last one.		✓		13 AUG. 2026	
The internal checks occur (state frequency)		✓		QUARTERLY.	
Data Protection Policies are in place and are followed		✓			
The council complies with the Transparency Code		✓			
Any other comments				NONE	
Period covered by this report:				APRIL-JUNE 2026.	
Auditing Member: - PRINT NAME (Signature)				JOHN DOOLEY.	
Date:				14/AUG/2026	