

Hargrave Parish Council

Checklist of Internal Controls to Safeguard Hargrave Parish Council's Accounts - Financial Year 2024/25

Checks to be completed by a councillor, recorded below and minuted

Action		08/05/24	10/07/24	18/9/24	20/11/24	15/12/25
1.	Verify and sign bank reconciliations against original bank statement.	L	L	SDL	SDL	SDL
2.	If paying by cheque, both signatories to sign the invoice and cheque counterfoil.	L	L	SDL	SDL	SDL
3.	A record of receipts and payments including online payments has been present to the Council.	L	L	SDL	SDL	SDL
4.	When relevant sign the hard copy of any changes to bank details of suppliers. Bank details may only be changed on written hard copy notification by the supplier.	L	L	SDL	SDL	SDL