Hargrave

~~Horringer~~ Parish Council

Checklist of Internal Controls to Safeguard Hargrave ~~Horringer~~ Parish Council's Accounts - Financial Year 2025/26

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

Action	April	May	June	July	August	Sept
1. Verify and sign bank reconciliations against original bank statement.	SDL.					
2. The RFO shall prepare a schedule of payments requiring authorisation.	SDL.					
3. A record of receipts and payments including online payments has been present to the Council.	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.	SDL.					

Action	October	November	December	January	February	March
1. Verify and sign bank reconciliations against original bank statement.						
2. The RFO shall prepare a schedule of payments requiring authorisation.						
3. A record of receipts and payments including online payments has been present to the Council.						
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.						