

# COATES PARISH COUNCIL

## Bi-monthly - Internal Check list

Period: 27 June 2025 to 28 August 2025

	YES	NO	Comment
All payments are authorised by two authorised persons	✓		
Cheque signatories have initiated the original invoice as evidence			Not applicable
The cheque counterfoil initialled by the auditing Member			Not applicable
Bank accounts reconciled monthly (or other - please identify)	✓		Bi-monthly
Payroll actioned accurately on a regular basis (state frequency)	✓		Bi-monthly
All payments entered into accounting system / spreadsheet / cashbook accurately with the relevant power	✓		
Payment schedule presented to full council (state frequency)	✓		Bi-monthly
The are separate s137 and VAT columns on the accounting spreadsheet / system	✓		
The VAT is claimed regularly (please state frequency)	✓		Six monthly
Receipts are correctly recorded on accounts system / spreadsheet	✓		
Receipts are reconciled against original bank statements	✓		Bi-monthly
For funds being transferred between accounts, a virement has been agreed and recorded by the Council	✓		
A reconciliation of accounts is presented to Council regularly (please state frequency), and date of last one.	✓		Bi-monthly
The internal checks occur (state frequency)	✓		Quarterly
Any other comments			
Auditing Member: - <i>Jacqueline Brown</i> PRINT NAME (Signature) <i>Jacqueline Brown</i>			
Date: <i>6 November 2025</i>			