

Bank Reconciliation	Date of the reconciliation	Do they match?
Date of bank statement	30 June 2024	Yes
Are there sufficient funds?	Yes	
Has the Precept been paid (May&Oct)	Yes 29 April 2024	
Vat – has this been reclaimed (1/4LY)	Yes 3 May 2024	

**Date of check:**

10 July 2024

**Signature of Checker:**

*Joss W*

**Name of Checker:**

Jawie Cross

Note, please report any concerns or issues without delay to the Chairman of the Finance and General Purposes Committee.

APRIL 2024

INTERNAL CONTROL CHECK LIST			
DESCRIPTION / ACTION	YES	NO	COMMENTS
<p>1) Record the company name and invoice number here, plus the date and amount.</p> <p>Laser abatus            Invoice: 60888            190.79</p>			<p>Service component of 28267            Annual maint for abatus on <del>the</del> counter top            Lodge &amp; Store.</p>
Does the invoice match the amount recorded in the cash book and on the RFO Report	✓		
Does the invoice amount match that debited against the bank state?	✓		
If applicable - Has the VAT been recorded? 31.80	✓		19 April
Has the Payment been approved? (Record Minute date and number).	✓		4 April

JOS S 15 July 2024

MAY 2024

DESCRIPTION / ACTION	YES	NO	COMMENTS
2) Record the company name and invoice number here, plus the date and amount. <i>Callaghan Insurance</i> <i>£7134.27</i>			<i>Annual Insurance through Hiscox</i> <i>inv date 13 May</i>
Does the invoice match the amount recorded in the cash book and on the RFO Report	<input checked="" type="checkbox"/>		<i>15 May</i>
Does the invoice amount match that debited against the bank state?	<input checked="" type="checkbox"/>		<i>15 May</i> <i>AT&amp;T BL GBP</i>
If applicable - Has the VAT been recorded?			<i>N/A</i>
Has the Payment been approved? (Record Minute date and number).	<input checked="" type="checkbox"/>		<i>15 May</i>

*For £ 10 July*

JUNE 2024

DESCRIPTION / ACTION	YES	NO	COMMENTS
<p>3) Record the company name and invoice number here, plus the date and amount.</p> <p>Electricity 6 June £68.58</p>			<p>Electricity for 30/4 - 31/5 St. Mary's</p>
<p>Does the invoice match the amount recorded in the cash book and on the RFO Report</p>	✓		14 June
<p>Does the invoice amount match that debited against the bank state?</p>	✓		13 June
<p>If applicable - Has the VAT been recorded?</p> <p>5% £3.27</p>			
<p>Has the Payment been approved? (Record Minute date and number).</p>	✓		<p><del>17 April</del> 19 June</p>

TOR Co 10 July 2024