



# Market Rasen Town Council

## Internal Financial Control Checklist – Quarter 3 \_2023/2024

On a quarterly basis, a member, shall verify bank reconciliations for all accounts. The member by signing this form confirms agreement between reconciliations and the bank statements. This shall be reported, including any exceptions, to the Finance Committee for noting.

Date of Check:	21 - 12 - 2023.	
Checked by:	CLL A GRAY	Adm Gray
	Name	Signed

Accounts Check			
Check of last completed Month End	Yes	No	Comment
Running total reconciles with bank statement (taking outstanding cheques into account)	<input checked="" type="checkbox"/>		
Reconciliation against bank statement performed	<input checked="" type="checkbox"/>		

Receipts		
Item for checking	Receipt agrees with the paying in book/Bank Statement/Invoice where appropriate.	Receipt entered correctly in the accounts
Market Garden Town Band		
<del>PKF Little John</del>	✓	✓
Bewesley Brisbane <del>Bridge McFarland.</del>	✓	✓

Yes / No

~~Rasen~~

Payments				
Item for checking	Order approved by PC/ Falls under delegated powers	Invoice agrees with the Purchase order	Invoice entered correctly in the Cash Book	Payment confirmed as appearing on bank statement
	Yes / No			
PKF Little John	✓			✓
Bridge McFarland	✓			✓
Rasen Hardware	✓			✓