PARES F2002/42

BENTHAM TOWN COUNCIL INTERNAL CONTROL	INIT	INIT
CHECKS	0	
Accounting records, ie cash book:	ally	
s the cash book being kept up to date?	OV	
Cross reference it with cheque books?		
Payments:	6	
Have they all been properly authorised?	4000	
Are all payments listed in the minutes?		
Do payments made correspond with the invoiced amounts?		
Check legitimacy of Direct Debits and Standing Orders		
Cheques:		
Are they properly and fully completed before being signed?	INX	-
Are cheque counterfoils always initialled by the signatories?	410	
Paid cheques correspond with bank statements? – also check outstanding payments	1	
Receipts:		
Is income due to the council being collected promptly and in full?	1	
Are receipts being given?	100	
Is income properly controlled pending being paid into the bank? le in accordance with	1	
the council's Financial Regulations?	MV	
Cemetery fees and charges:	381	
Correctly calculated and collected?	10	
Surplus balances:	AX	
Are surplus deposits placed in a suitable interest-earning bank account?	1.4	
Bank reconciliation:	l.al	
Is the council provided with this information regularly? (prepared monthly, presented	DY/AL	
quarterly)	100	
The quarterly reconciliation is checked against bank statements?	1.1	
VAT paid:	INX	'
Is it properly recorded in the cash book?	4800	
Claim for refund of VAT made and paid to the council?		
Claim properly submitted in a timely manner?	AA.	
Ordering of stationery and supplies:	AN	
Commensurate with the usage requirements of the council?	401	
Internet banking:	KVV	
Checks implemented by the council being adhered to?		
Petty Cash:	(A)	
Properly controlled and recorded	040	
Tax and NI liabilities:	1.	4
HMRC liabilities met? Real Time Information reporting done on time? (so as not to incur financial penalties	111)
Real Time Information reporting done on time: (so as not to mode internet persons		
for the council). (Payroll)		
Names of persons corrying out the check.		
Names of persons carrying out the check:		
GALETH ASHMS		
Signatures:		
EDFOUS.		
Date check undertaken:		
411/25		

BENTHAM TOWN COUNCIL INTERNAL CONTROL	INIT	INIT
CHECKS		
Accounting records, ie cash book:		
Is the cash book being kept up to date?	TA	
Cross reference it with cheque books?		
Payments:		
Have they all been properly authorised?		
Are all payments listed in the minutes?	MAA	
Do payments made correspond with the invoiced amounts?	600	
Do payments made correspond with the invoiced amounts:		
Check legitimacy of Direct Debits and Standing Orders	-	
Cheques:	-11	
Are they properly and fully completed before being signed?	WA	
Are cheque counterfoils always initialled by the signatories?	100	
Paid cheques correspond with bank statements? – also check outstanding payments		
Receipts:		
Is income due to the council being collected promptly and in full?	THA	
Are receipts being given?	165	
Is income properly controlled pending being paid into the bank? le in accordance with		
the council's Financial Regulations?		
Cemetery fees and charges:	100	
Correctly calculated and collected?		
Surplus balances:		
Are surplus deposits placed in a suitable interest-earning bank account?	120	100
Bank reconciliation:		
Is the council provided with this information regularly? (prepared monthly, presented		
	100	
quarterly)		
The quarterly reconciliation is checked against bank statements?	-	
VAT paid:		
Is it properly recorded in the cash book?		
Claim for refund of VAT made and paid to the council?	201	
Claim properly submitted in a timely manner?		
Ordering of stationery and supplies:	TERA	
Commensurate with the usage requirements of the council?	das	
Internet banking:	TOLA	
Checks implemented by the council being adhered to?	Rich	
Petty Cash:		
Properly controlled and recorded	164	
Tax and NI liabilities:		
HMRC liabilities met?	- A	
Real Time Information reporting done on time? (so as not to incur financial penalties	D.	
for the council). (Payroll)	0	
for the council). (Fayron)		
Names of persons carrying out the check:		
Names of persons carrying out the check.		
AMUK MAKKU		
Signatures:	1	
C PLANTED TO THE PARTY OF THE P		
Date check undertaken:		
41/2023		
4 1 2023.		