

SWINDON PARISH COUNCIL
Financial Check Procedure

Name	
Date	

1	Using the bank statement find and record a cheque number	
2	Record the amount of the payment	
3	Using the cheque number (box 1) find the cheque stub and verify that the amount is correct on the stub (box 2)	
4	Using the cheque stub find and record the reference number	
5	Verify that the cheque stub is initialled by two councillors	
6	Using the reference number (box 4) find the invoice/receipt	
7	Verify that the invoice/receipt is signed by two councillors	
8	Verify that the invoice is for the amount on the bank statement (box 2)	
9	Verify that the power to spend is recorded on the invoice/receipt	
10	Verify that the cheque number (box 1) is recorded on the invoice	
11	Verify that the cheque number (box 1) appears in the minutes	
12	Verify that the minutes record the correct amount (box 2)	
13	Verify that the minutes record the correct reference (box 4)	
14	Verify that the last page of minutes is signed by the meeting chairman and the other pages initialled	

Comments

Signature
