

Acton Parish Council

Email: clerk@actonparishcouncil.gov.uk | Tel: 07931 381751

Internal Controls – Quarterly Accounting check

For the year ending 31st March 2026

Name of Councillor undertaking the checks: **Cllr Nick Antill**

| Bank reconciliation (please tick either 'Yes' or 'No') | | Yes | No |
|--|---|-----|----|
| 1 | Do the year-to-date bank balances agree with the bank statement? | Y | |
| 2 | Do receipts match the total shown in the accounts? | Y | |
| 3 | Do payments match the total shown in the accounts? | Y | |
| 4 | Are the year-to-date outstanding cheques recorded correctly? | Y | |
| 5 | Does the funds movement recorded in the bank reconciliation match the accounts? | Y | |

| Payments and receipts | | | | Invoice/ documentation seen | Recorded in accounts | On RFO payments & receipts report | On bank statement |
|--|----------------------------------|-----------|-------|-----------------------------|----------------------|-----------------------------------|-------------------|
| Ref | Payee / Supplier | Gross | VAT | | | | |
| Please select 4 items of expenditure , including a debit card payment (if applicable), and 1 item of income paid or received in the quarter | | | | | | | |
| Please record the Ref No and Payee or payers name together with the gross and VAT sums | | | | | | | |
| Please tick columns if satisfied that entries are a true record and accurately recorded | | | | | | | |
| 558 | SSE Energy Solutions | 125.87 | 5.99 | Y | Y | Y | Y |
| 607 | Glasdon UK Ltd | 522.10 | 87.02 | Y | Y | Y | Y |
| 632 | JRB Enterprise | 40.14 | 6.69 | Y | Y | Y | Y |
| 721 | Aamir Niaz Chaudhry | 89.99 | 0.00 | Y | Y | Y | Y |
| 627 | Babergh District Council precept | 29,000.00 | 0.00 | Y | Y | Y | Y |

Cllr Signature: N. P. Antill
2026 _____

Date: 18th May

Year End Bank Reconciliation 2026

1st April 2025 - 31st March 2026

| | |
|-----------------------------------|-------------------|
| Opening balance 1 April 2025 | 250,267.68 |
| Movement in balances | |
| Receipts | 88,146.68 |
| Payments | 71,593.26 |
| Receipts less payments | 16,553.42 |
| Closing balance (31st March 2026) | 266,821.10 |

Bank accounts

| | |
|--|-------------------|
| Lloyds Treasurers | 16,476.50 |
| Lloyds savings (BusBankInstant) | 75,181.12 |
| Skipton Building Society | 85,000.00 |
| Unity Trust Savings | 90,163.48 |
| Nationwide Building Society (now closed) | - |
| TOTAL bank balances (31st March 2026) | 266,821.10 |

Cllr Antil has signed to verify the end of year bank reconciliation.

N. P. Antill Date: 18th May 2026

Clerk & RFO Signature

A Lee Date: 18th May 2026