

Acton Parish Council

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Internal Controls – Quarterly Compliance check April 2026 – June 2026

Name of Councillor undertaking the checks: **Cllr Christine Johnson**

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 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				Invoice/ documentation seen	Recorded in accounts	On RFO payments & receipts report	On bank statement
Ref	Payee / Supplier	Gross	VAT				
842	Litter Picker	91.67	0.00	Y	Y	Y	Y
849	R&R Garden Machinery	356.90	71.38	Y	Y	Y	Y
877	Cartridge Save	26.62	5.32	Y	Y	Y	Y
890	Pearce & Kemp	19.50	3.90	Y	Y	Y	Y
906	Unity Trust	438.34	0.00	Y	Y	Y	Y

Cllr Signature: CM Johnson Date: 14 July 2026

Acton Parish Council June 2026 Bank Reconciliation
1 April 2026 - 30th June 2026

Opening balance 1 April 2026	266,821.10
Movement in balances	
Receipts	34,319.34
Payments	13,513.94
Receipts less payments	20,805.40
Closing balance 30th June 2026	287,626.50

Bank accounts

Lloyds Treasurers	16,738.77
Lloyds savings (BusBankInstant)	95,285.91
Skipton Building Society	85,000.00
Unity Trust Savings	90,601.82
TOTAL bank balances 30th June 2026	287,626.50

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

C M Johnson Date: 14/07/2026

Clerk & RFO Signature

A Lee Date: 14/07/2026