

Acton Parish Council

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

Internal Controls – Quarterly Accounting check For the quarter ending 30th September 20206

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

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

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				
934	Pearce and Kemp	23.40	3.90	✓	✓	✓	✓
947	BWP Creative	350.64	58.44	✓	✓	✓	✓
981	Suffolk Tree Services	1,860	310	✓	✓	✓	✓
990	Cleer Councils	1,107.87	—	✓	✓	✓	✓
973	ST Eds and Ipswich Diocese	250	250	✓	✓	✓	✓

Cllr Signature:

N. P. Antill

Date:

7/10/2026

1 April 2026 - 30 September 2026

Bank accounts

Cllr Antill has signed to verify the bank reconciliation.

Clerk & RFO Signature

A Lee Date: 07/10/2026