# Internal 10-point check:

* All check stubs have been duel signed.
* Invoices / expenses forms exist, supporting all payments.

* All expenses payments are supported by receipts.
* All payments have been authorised by the Council or under the appropriate use of delegated powers.
* Salary payment to the clerk correspond with the HMRC paperwork.
* All NatWest bank statements are present and correspond with the Back reconciliation, there are no unexplained withdrawals or deposits.
* The Clerk has bought a bank reconciliation and budget update to Council every quarter.

* Differences between budget and spend have been explained.
* VAT has been reclaimed for the previous year.
* No personal information is being kept in the year folder (GDPR compliant)

Date check carried out\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_