

Lockington Parish Council

Financial Quarterly Review – Bank Reconciliation & Verification

Reference: Financial Regulations Revision 1.3

Section 2 Accounting and Audit Sub Section 2.2

On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman and/or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Parish Council.

Parish Councillor Andrew How as agreed to carry out a Financial Quarterly Review of Lockington Parish Council Accounts, as a minimum this is to include;

- Check accuracy of receipts against bank accounts.
- Check accuracy of expenditure against bank accounts.
- Check Budget Spreadsheet for accuracy and completeness.
- Reconcile Budget Spreadsheet against bank accounts.

Financial Review completed on 06 / 07 / 2021

Signed.....

Parish Councillor Andrew How



A. R. How