

Internal Control Check List

Description/Action	Payment details	Yes	No	Comments.
Check the cheque no's listed as payments on the RFO report run in order (that any missing cheque no's are in the book – with VOID written across).				
Cross check the dd's listed on the RFO report against the appropriate paperwork provided by the company.				
Cross check the dd's to the ledger & bank statement.				
Does the description of the dd payment on the RFO report match the column in the ledger?				
Cross check the cheques against paperwork provided.				
Cross check the cheques against the RFO Report.				
Cross check the cheques against the bank statement.				
Cross check the cheques to the ledger.				
Does the cheque description of the payment on the RFO report match the column in the ledger?				
Cheques not presented – are they more than 6 months? – Is so has any action been taken?				
Cancelled cheques – have these been replaced?				
Does the payment meet with the Financial Regulations?				
Has the cheque stub been initialled?				
Check the following for accuracy – <ol style="list-style-type: none"> 1. Salary Scales 2. Hours worked 3. Extra Payments 4. Deductions (i.e. rent) 5. PAYE 6. Pension Payments 				

Bank Reconciliation 1. Does the ledger match the bank statements? 2. Are there sufficient funds? 3. Has the precept been paid? (May & October) 4. Are there any outstanding invoices to be paid (if so have they been chased)?				
VAT – Check that it has been reclaimed – (quarterly)				

Note: Approximately 10% of payments (not every item) should be checked every quarter.

Date of check:

Signature of Checker:

Name of Checker:

Any issues are to be reported without delay to the Chairman of the Finance and General Purposes Committee.