

### 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?	Na			
Cancelled cheques – have these been replaced?	n/a			
Has the cheque stub been initialled?	✓			
Financial Regulations:  Does the payment meet with the Financial Regulations? (Note PPC has adopted the GPC).	✓			