

FINANCIAL SYSTEMS AND CONTROLS ASSESSMENT QUESTIONNAIRE

Name of VCO

Project Name

Project Code

Date of Visit

Interviewing Officer
VCO Representative
(Management Committee/Board)

Position held in VCO
VCO Representative
(Administrative Staff)

Position held in VCO

DETAILED ACTION	YES	NO	N/A	EVIDENCE/COMMENTS
<p>Financial Procedures Can you provide evidence that you maintain a set of written Financial Procedures approved and signed of as fit for purpose by the Management Committee?</p> <p>Controls/invoicing Can you confirm that there is a separation of key financial duties within your organisation (for example order, receipt and payment of goods and services?)</p> <p>Can payments be traced from Invoice to Cheque Journal to Statement?</p> <p>Are all invoices/bills original and fully detailed?</p> <p>What are your procedures for endorsing bills/invoices and are they endorsed with the required information i.e.:</p> <ul style="list-style-type: none"> • Date Paid, • Cheque Number <p>Are invoices reconciled to goods received, purchase orders etc.?</p> <p>Can you confirm what documentation signatories see before signing a cheque?</p> <p>Bank accounts What are the banking arrangements for the project i.e. separate A/C for the project or cost centre approach? (Record details of account number/sort code)</p> <p>Does your organisation have any other bank accounts and if so what are they used for?</p>				

DETAILED ACTION	YES	NO	N/A	EVIDENCE/COMMENTS
<p>Are you satisfied that any redundant bank accounts have been officially closed down with the bank?</p> <p>What are the arrangements for the security of chequebooks?</p> <p><i>(Examine cheque book/s to ensure blank cheques are not pre-signed)</i></p> <p>What are the arrangements for the storage of cancelled cheques?</p> <p>Does the Organisation use Internet Banking?</p> <p>If Yes:</p> <ul style="list-style-type: none"> • Can a clear payment audit trail be traced? • Is there a separation of key duties with regards to request and approval of payment? • Is there adequate security within the organisation for passwords to access the Banking system? <p>Does the organisation use a Debit Card to make payments from the Official dedicated account?</p> <p>If Yes, does the organisation have appropriate policy /procedures in place to control and monitor the usage of the Debit card?</p> <p>Does the organisation use a Credit Card for official purchases?</p> <p>If Yes:</p> <ul style="list-style-type: none"> • Has the credit card been declared to the funder and approval been granted for use? 				

DETAILED ACTION	YES	NO	N/A	EVIDENCE/COMMENTS
<ul style="list-style-type: none"> • Is there an appropriate policy in place to monitor and control the use of the credit card? <p>Funds authorisation Can you confirm who within the organisation has payment authority?</p> <p>Is this confirmed by the Bank Mandate?</p> <p>Can you confirm what (if any) are the delegated levels of approval?</p> <p>Can you confirm the practice for receiving, retaining and filing bank statements?</p> <p>How often is the bank reconciliation carried out and by whom?</p> <p>Budget monitoring What system does the organisation have in place to monitor budget spend and how often is this carried out?</p> <p>Is your budget information password protected, held securely and access limited to only those who require it?</p> <p>How often are budget reports reviewed by the management committee?</p> <p>Are major variances documented, appropriate action taken and approved by management committee?</p> <p>Payroll What payroll system does the organisation operate? (I.e. Manual or Computerised).</p> <p>Is there a record to confirm that National Insurance and PAYE payments are made on the due dates?</p>				

DETAILED ACTION	YES	NO	N/A	EVIDENCE/COMMENTS
<p>Has the organisation provided sight of their HMRC Real Time record to confirm that their HMRC payments are up-to-date?</p> <p>Is your payroll information password protected, held securely and access limited to only those who require it.</p> <p>Petty cash / cash handling controls Does the organisation operate a petty cash system?</p> <p>(If 'No' continue to question on cash transactions)</p> <p>If Yes:</p> <ul style="list-style-type: none"> • How is petty cash recorded? (detail the security arrangements for the petty cash box) • How often is the system reconciled? • Is the system monitored/ reviewed by the Management Committee? <p>Does the organisation operate any cash transactions? (E.g. membership fees, tuition fees).</p> <p>(If 'No' continue to 'Record Keeping')</p> <p>If Yes :</p> <ul style="list-style-type: none"> • How are the cash transactions recorded? • Detail the security arrangements for the cash. • How often is the system reconciled? • Is the system monitored and reviewed by the Management Committee? 				

DETAILED ACTION	YES	NO	N/A	EVIDENCE/COMMENTS
<p>Financial record keeping</p> <p>How does the Organisation record Income & Expenditure and Cheque Journal entries i.e. manual / computerised or both?</p> <p>If manual, are all entries in Income and Expenditure records:</p> <ul style="list-style-type: none"> • Entered in permanent ink? • How are alterations made? • Have blank lines on ledger pages been ruled through? <p>If held electronically, how often is a back-up copy of the information maintained and by what means?</p> <ul style="list-style-type: none"> • Are you aware that financial records must be retained for inspection for 7 years from the receipt of the final payment? 				

Any other comments:

Declaration

I declare that I have read and understood the content of this questionnaire. The information I have given is true and complete.

Administrative Representative:

Signature _____

Name in Block Capitals _____

Position held in Organisation:

Management Committee / Board Representative:

Signature _____

Name in Block Capitals _____

Position held in Organisation:

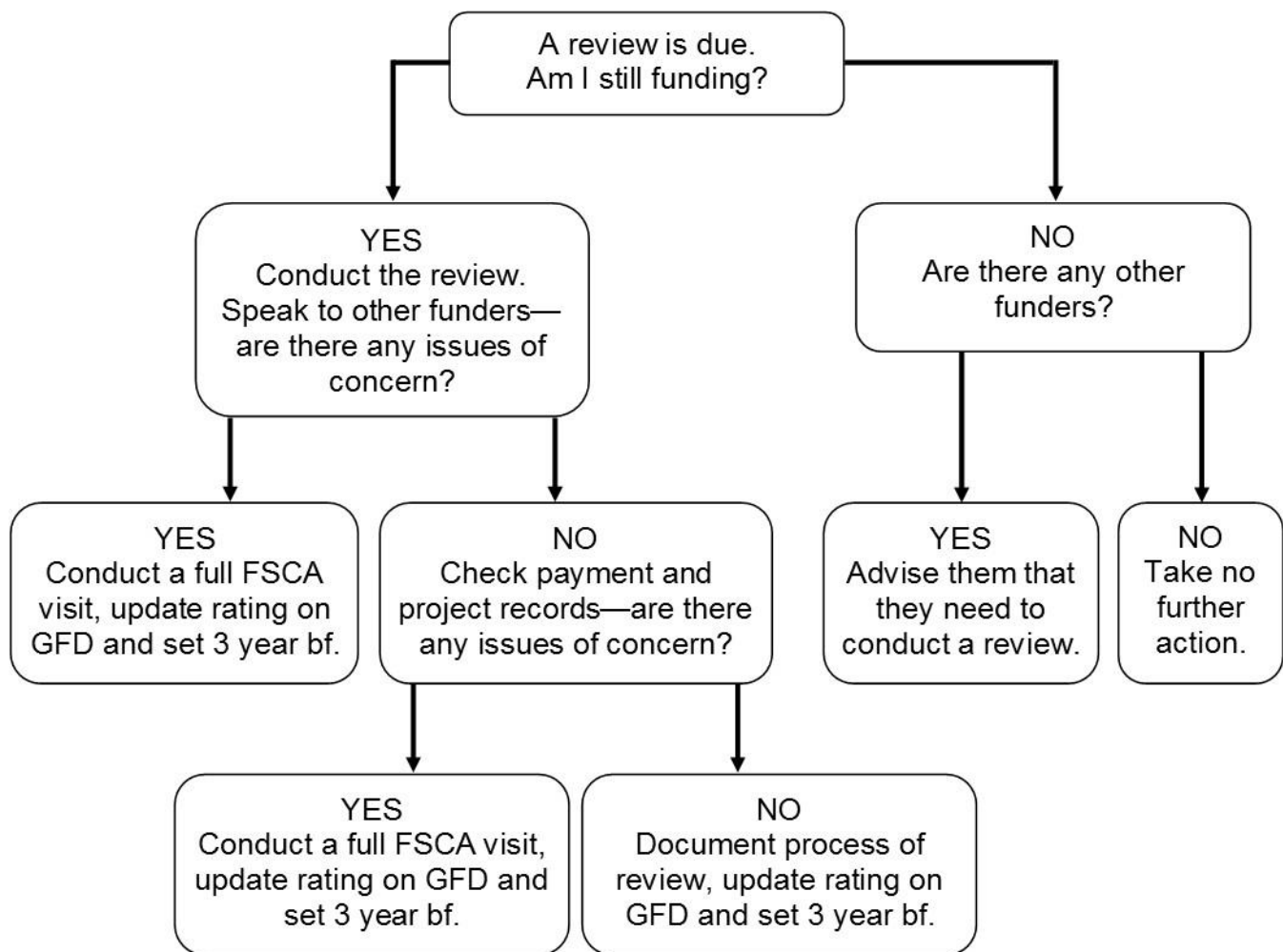
Interviewing Officer:

Signature _____

Name in Block Capitals _____

Date:

THE REVIEW PROCESS



Funder involved.

Funder and VCS
Organisation involved.