MAKCO (UK) LIMITED

FOR THE MONTH OF

JUNE-2009

PREPARED BY:
INTERNAL AUDITOR
NAME:
DATE:
SIGNATURES:

SCOPE OF AUDIT

- 1. To check and verify bank and cash (payments and receipts) on sample basis.
- 2. To check and verify the purchases/procurements on sample basis.
- 3. Detailed checking of Turnover/Sales invoices for Projects and Technical Services.
- 4. To check the payroll expenses on sample basis.
- 5. To monitor variance analysis with Cost Controller and Projects Department.
- 6. To check materials & consumables physically at Store/Warehouse.
- 7. Health & Safety Issues.
- 8. Any Major Incident/Accident etc. Investigation/compliance etc.

Cash and Bank Section: -

1. I checked following cash payment vouchers: -

S. No.	CPV No.	Amount (LD)	Details/Nature of Payment	Prepared Correctly (Yes/No)	Counter- checked by Incharge (Yes/No)	Approval by Authorized Signatory (Yes/No)	Acknowledged by Receiver (Yes/No)	Posted In Cash Book (Yes/No)	Posted in Peachtree (Yes/No)	Remarks/ Comments
1										
2										
3										
4										
5										

2. I checked following cash receipt vouchers: -

S. No.	CRV No.	Amount (LD)	Details/Nature of Receipt	Prepared Correctly (Yes/No)	Counter- checked by Incharge (Yes/No)	Posted In Cash Book (Yes/No)	Posted in Peachtree (Yes/No)	Remarks/ Comments
1								
2								
3								
4								
5								

3. I checked following bank payment vouchers: -

S. No.	BPV No.	Amount (LD)	Details/Nature of Payment	Cheque Correctly Prepared (Yes/No)	Counter- checked by Incharge (Yes/No)	Cheque Signed by 2 Authorized Signatories (Yes/No)	Acknowledged by Receiver (Yes/No)	Posted In Bank Book (Yes/No)	Posted in Peachtree (Yes/No)	Remarks/ Comments
1										
2										
3										
4										
5										

4. I checked following bank receipt vouchers: -

S. No.	BRV No.	Amount (LD)	Details/Nature of Receipt	Prepared Correctly (Yes/No)	Counter- checked by Incharge (Yes/No)	Posted In Bank Book (Yes/No)	Posted in Peachtree (Yes/No)	Remarks/ Comments
1								
2								
3								
4								
5								

	5.	Checked Bank Account Reconciliation Statement for the month ended as on	: -
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S. No.	Bank A/C No.	Bank / Branch	Checked A/C Statement from Bank, Placed in File (Yes/No)	All transaction recorded in Bank Book (Yes/No)	All transactions recorded in Peachtree (Yes/No)	Bank Reconciliation Statement (BRS) Prepared on Approved Format (Yes/No)	BRS Signed by Cashier and Counter- Checked by Manager Finance (Yes/No.)	Remarks/Comments
1								
2								
3								

6. Checked/Verified Cash in Hand Balance: -

<u>S. No.</u>	<u>Details</u>	Yes/No
1.	Cash is kept in the Safe Vault.	
2.	Safe Vault is being operated jointly by Cashier + MF	
3.	Cash in Hand is equal to the balance in Cash Book + Peachtree	
4.	Cash Handling Limit is being followed as per policy	
5.		
Remarks/Com	ments:	

Procurement/Local Purchase

I checked following items for local procurement: -