

MAKCO (UK) LIMITED

INTERNAL AUDIT REPORT  
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.









5. Checked Bank Account Reconciliation Statement for the month ended as on \_\_\_\_\_ : -

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>	<u>Yes/No</u>
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/Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Procurement/Local Purchase**

I checked following items for local procurement: -