Independent reviewer's checklist and confirmation form



Unit or level - to complete this section:

Name of independent reviewer: Contact details for independent reviewer (email address or phone number): I confirm that I have carried out the following checks on the accounts for the above unit or level: A bank account exists in the name of the unit or level, and most income is recorded here Spending and income are accurately recorded across financial records, including: Bank statements Paying in books Cheque books Invoices Receipts Grant money has been used for the right purpose Cash held is minimal Money collected for another charity has been passed on appropriately During my review, there have been no concerns about how the above unit or level keeps accounts or spends money; Or
Contact details for local commissioner (email address or phone number): Independent reviewer - to complete the rest of the form: Name of independent reviewer: Contact details for independent reviewer (email address or phone number): I confirm that I have carried out the following checks on the accounts for the above unit or level: A bank account exists in the name of the unit or level, and most income is recorded here Spending and income are accurately recorded across financial records, including: Bank statements Paying in books Cheque books Invoices Receipts Grant money has been used for the right purpose Cash held is minimal
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accounts or spends money; Or
5 ,,
* Continue on a separate page if required
You can find more information about this process in our <u>end of year reviews</u> .
Signature
Date