



Checklist

1. Check that you have received all of the recommended financial reports
2. Review each report and summarise salient points.

	Actions	Y/N
Organisation	<ul style="list-style-type: none"> • Have you populated the organisation sheet with the required info? 	
Bank Reconciliations <i>(Sheet #2 payments)</i>	<ul style="list-style-type: none"> • Check the bank reconciliations to ensure there are no differences on the reconciliation report. • Check the date on the bank reconciliation report to ensure it is reconciled to the accounting period under review. 	
Adjustments <i>(Sheet #3)</i>	<ul style="list-style-type: none"> • Check the opening balance sheet to ensure it agrees and balances. Prior period adjustment has been completed to take balance sheet back as of 1st September (if applicable) • Check all adjustments/journals balance and the check control total is '0'. 	
Checks <i>(Sheet #4)</i>	<ul style="list-style-type: none"> • Check control total is '0'. 	
Prior Year <i>(Sheet #6)</i>	<ul style="list-style-type: none"> • Have you entered the income and expenditure for the prior year by month that agrees back to previous year income and expenditure report? • Optional and only applicable from financial year 23/24 onwards 	
Budget <i>(Sheet #7)</i>	<ul style="list-style-type: none"> • Have you entered your budget for the financial year by month? • Optional and only applicable from financial year 23/24 onwards 	
Income & Expenditure <i>(Sheet #9)</i>	<p>This report shows current periods figures, year to date figures,</p> <ul style="list-style-type: none"> • Examine this report in detail and check any unusual or large amounts. • Assess that the partner service is on target to meet its budgetary plan. 	
Balance Sheet <i>(Sheet #10)</i>	<p>This report will show the year-to-date figures and the previous year's figures.</p> <ul style="list-style-type: none"> • Check that the balance sheet balances. • Look for additions to fixed assets, changes in debtors and prepayments, changes to creditors and accruals. 	
List of Creditors / Accruals	<ul style="list-style-type: none"> • The list of accruals/outstanding invoices should be totaled and check if the partner service has sufficient funds to pay its liabilities. • If the partner service is currently undertaking any capital works ensure that you receive a list of the outstanding invoices. 	