
IET Account Review

For account period
27th October 2015
to 30th September
2016

Dave Wardell

Process

Materials

I was provided with:

- the Draft Annual Report
- the Accounts as provided in a printed spreadsheet
- cheque book stubs
- petty-cash records
- receipts for expenditure
- other documentation

What I did

I reviewed the draft report and checked the figures presented

I checked the accounts as provided for accuracy.

I randomly sampled a number of receipts and checked the consistency and accuracy with the account entries

I randomly sampled a number of cheques and checked the consistency and accuracy with the account entries

I reviewed a sample selection of entries in the petty cash records

Results

What I found

The accounts were consistent and numerically correct.

The samples of receipts and cheques all matched and I have no reason to expect that any discrepancies would be found in other samples.

The petty cash records sampled were well explained and consistent with what I would expect to find for this organisation.

Conclusion

Comments

I found the accounts set out very clearly and the tabular form lends itself to easy understanding of the classification of income and expenditure; the samples taken were easy to trace and accurate.

Having had sight of a number of accounts from similar organisations and sometimes struggled to understand what they were supposed to convey I would hold these as an exemplar.

Who I am

I have no accounting or auditing background; however, in my job I am responsible for planning and controlling a departmental budget of about £1.5m pa though this is incidental to my role. In my role as a Councillor on Todmorden Town Council I see the accounts of many small organisations in the town and therefore have the opportunity to compare these accounts with others, many of which have been subject to professional audit.

Signed



D R Wardell

Saturday, 19 November 2016