

## **BEGINNING OF MONTH PROCESS – FINANCE CHECKLIST**

Day 1

- PO has completed all acquittals, acquittals have the following;
  - Acknowledgement of receiving cash form attached
  - Signed participant list
  - Invoice or receipt for lunch
  - Invoice or receipt for venue hire
  
- FOA has
  - Fuel Receipts arranged, photo copied and glued
  - Copy of vehicle log book attached
  - Updated asset register for the month

Day 2

- RC reviews all acquittal;
  - PO has attached correct forms
  - Figures match the weekly grants request
  - Attendance list signed and attached
  - Unspent funds deposited.
  - Invoices and receipts attached
  - Acknowledgement of Cash/Goods attached

Day 3 (Refer to FOA finance checklist)

- FOA Prepares bank reconciliation
  - Bank statement obtained and reconciled
  - Cash book printed
  - All acquittals attached to payment requisitions
  - Payment requisition attached in sequence as per cashbook

Day RC reviews (Refer to operations and grants checklist for RC)

- RC approves
- Documents sent to NO
- Connote number text/email to Joseph and Malan