## BRANCH AUDITORS' CHECKLIST

	Branch Name			
	Branch Number		•••	
	Questions		Answer	
1.	Have you verified branch funding?		Yes/No*	
2.	Have you verified other branch income?		Yes/No*	
3.	Have you verified general expenditure and ensured it is bona fide?		Yes/No*	
4.	Have you verified the bank balance on the accounts with the bank statement?		Yes/No*	
5.	Have you counted/checked any cash in hand?		Yes/No*	
6.	Have you verified the existence, ownership and valuation of any fixed assets?		Yes/No*	
7.	Have you verified the existence, ownership, value of investments?  (NB - All investments must be held in the name of the branch).		Yes/No*	
8.	Have you verified:			
	(i) Amounts of	lue to the branch at 31st December?	Yes/No*	
	(ii) Amounts	payable by the branch at 31st December?	Yes/No*	
9.	•	Have you received all the explanations you required, and, in your opinion, have the details been fairly represented?		
10.	Are the annual returns in full agreement with the audited Yes/No* annual accounts and the underlying records?			