

Independent reviewer's checklist and confirmation form



Unit or level - to complete this section:

Name of unit or level:	
Name of local commissioner:	
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	☐
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

During my review, the following matters have been raised with the commissioner or HQ:

* Continue on a separate page if required

You can find more information about this process in our [end of year reviews](#).

Signature _____

Date _____