

## BUDGETARY CONTROL INTERNAL CONTROL QUESTIONNAIRE

Question	Yes	No	N/A	Comments
<b>Planning</b> <ul style="list-style-type: none"> <li>• Has the organization developed a strategic business plan?</li> <li>• Is there a requirement to meet financial targets in the business plan?</li> <li>• Does the plan include a budget?</li> <li>• Is the budget aligned with the risk management plan?</li> <li>• Is there a contingency plan in place to deal with deficits?</li> </ul>				
<b>Responsibility</b> <ul style="list-style-type: none"> <li>• Are budgetary responsibilities established?</li> <li>• Are staff aware of their responsibilities?</li> <li>• How often is responsibility reviewed?</li> </ul>				
<b>Budget Setting</b> <ul style="list-style-type: none"> <li>• When has the budget been approved?</li> <li>• By whom?</li> <li>• Is this before the start of the financial year?</li> <li>• How has the budget been drawn up?</li> <li>• By whom?</li> <li>• Are budget holders involved in the setting of the budget?</li> <li>• Who reviews each budget?</li> <li>• Is this member of staff at a senior level?</li> <li>• Are there guidelines on how requests for capital expenditure should be submitted?</li> <li>• Who produced the guidelines?</li> <li>• Who analyzes and reviews the business case requests for capital expenditure?</li> <li>• Is a reconciliation undertaken of income and expenditure to items appearing on the general ledger?</li> <li>• Does income and expenditure appear on the budget statements?</li> </ul>				

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Question	Yes	No	N/A	Comments
<b>Information</b>				
<ul style="list-style-type: none"><li>• Are budget holders satisfied with information?</li><li>• How often is information sent to budget holders?</li><li>• Is a standard report format used?</li></ul>				
<b>Variances</b>				
<ul style="list-style-type: none"><li>• Is there a formal virement policy?</li><li>• Is there a requirement for budget holders to formally account for variances?</li><li>• Are variations in income and expenditure reported to budget holders and the board?</li><li>• Who actions the variations and does the Board take account of this?</li></ul>				
<b>Management Information</b>				
<ul style="list-style-type: none"><li>• Is there a set form of budgetary report, which goes to the Board?</li><li>• Are figures reported to the Board reconciled to that in the budgetary information passed to the budget holder?</li></ul>				