

## FINANCIAL REGULATIONS INTERNAL CONTROL QUESTIONNAIRE

This audit should take no longer than 3 days to complete.

Question	Yes	No	N/A	Comments
<b>Coverage</b> <ul style="list-style-type: none"> <li>• Does the organization have Financial Regulations in place covering all finance related operations?</li> <li>• How does the organization ensure that these represent Best Practice?</li> <li>• Does the organization benchmark their Financial Regulations against other organizations?</li> <li>• How does it do this?</li> <li>• Is the organization part of a benchmarking club?</li> </ul>				
<b>Distribution</b> <ul style="list-style-type: none"> <li>• Are Financial Regulations distributed to all members of staff within the organization?</li> <li>• Do staff have to sign a statement at induction that they have received a copy of the Financial Regulations and understand them?</li> <li>• Does the organization run an induction course for new staff explaining the Financial Regulations?</li> <li>• Are Financial Regulations available on the intranet?</li> <li>• Are staff required to sign an annual statement of compliance with respect to the Financial Regulations?</li> </ul>				
<b>Approval</b> <ul style="list-style-type: none"> <li>• Has a nominated officer/body been appointed to review/update the Financial Regulations?</li> <li>• How often is this undertaken?</li> <li>• When were the last set of Financial Regulations approved?</li> <li>• By whom?</li> </ul>				