

Internal Audit Department
Audit Programme for Trade Debtors

Objective:	To ensure collection properly monitored, updated and reported	Date of audit:	
Scope:		Person(s) in charge:	
Basis of selection:		Duration of audit:	

No.	Details of workdone	Reference	Remarks
1.	Document or flowchart the collection procedure; a) for cash and non-cash collection.		
2.	To review procedure on Collection follow-up; a) Documentation on follow up b) Person responsible c) Frequency of the follow up exercise		
3.	Determine that all collections are properly and timely deposited.		
4.	Determine that reconciliation is performed between the Collection Summary and Deposits Slip especially for cash collection.		
5.	Agree the daily Collection against Official Receipt.		
6.	Agree the Deposit Slip to Bank Statement.		
7.	Checking of Official Receipt book; a) Official Receipt sequence number b) Only one book being used at a time c) Signing of the receipt		
8.	Determine if all cash receipts left over night are kept in a secured place.		
9.	Determine that big amount of cash collection counting must be witnessed by referring to the Official Receipts.		
10.	Surprise cash count on cash collection.		

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