



# Weekly Finance Audit

**Service User:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_

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

## **Audit Guidance:**

This audit has been devised to enable you to review the critical systems and processes in place around Recording of Financial Transactions to ensure these are appropriate and effective. Please ensure you:

1. Complete an audit for each service user who requires support with finance.
2. Select the Financial Transaction Sheet, Receipts, Bank Statements and cash tin for the service user.
3. Assess these against the attached criteria to determine if you are compliant in each area – and tick the appropriate column.
4. The Yes box must only be ticked if items audited are compliant.
5. If you feel the criteria is not applicable for the Service User whose finances you are auditing, tick the N/A box and record the reason why.
6. Actions and timescales must be recorded for all non-compliant areas.
7. When each action has been completed, these must be reviewed with, and signed off by, your Manager. Record the date of sign off in the appropriate column.

## **List (or attach) the files audited:**

Finance	Audit Criteria	Yes	No	N/A	Action required (or reason for N/A)	Timescales	Manager Sign-off Date
1. Financial Transaction Sheets	Financial transaction sheet is completed correctly.						
	All entries on the financial transaction sheet are signed.						
	Cash balance is being recorded at start and end of shift on Financial transaction sheet.						
	Has any large spend taken place? – (list details of item/s purchased (i.e. >£100)						
2. Receipts	Receipts correspond with entries on the Financial Transaction Sheet.						
	Receipts are available for each transaction on financial transaction sheet.						
3. Bank Statements	Bank statements correspond with recordings on financial transaction sheet.						
	The correct benefits are being received.						
	Direct Debits are checked and amounts are correct as per support plan.						
	Have any withdrawals been made over and above agreed weekly budget?						
4. Cash tin	Does amount in cash tin correspond with balance recording on financial transaction sheet?						
	Is any money stored over and above agreed weekly budget?						
5. Discrepancies	Have discrepancies been reported to your manager?						