

Internal Audit Check list

Viamed Ltd Accounts

Created:	23/10/2017	Audit No 04	VOP 04
Revised:	17 September 2024		Page 1 of 20
Audit Date	19-9-24	Auditor Michael Lamb	

Doc Lamb

Sub Processes Linked to Audit 04

Review the below processes tasks and audits and ensure they are completed in a timely manner.

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
Viamed Ltd ISO13485:2016 7.2.3	Communication The organization shall plan and document arrangements for communicating with customers in relation to: a) product information; b) enquiries, contracts or order handling, including amendments; c) customer feedback, including complaints; d) advisory notices. The organization shall communicate with regulatory authorities in accordance with applicable regulatory requirements.	<i>Doc index</i> <i>Procedures</i> <i>Roles +</i> <i>Titles</i> <i>Role map</i>

	<u>QUESTION:</u>	<u>RESPONSE:</u>	<u>Y/N</u>
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory.		<i>Y</i>
2	Checked the bank statement on the Accounts package matched to Barclays Bank monthly. Check last 3 months.		<i>Y</i>
3	Check the accounts package for Purchase invoices unpaid over 3 months. <i>Council tax</i>	<i>all fine</i>	<i>Y</i>
4	Check the Debtors report was complete in the last 2 months.		<i>Y</i>

List Processes Per Title

Managing Director

Process Scope	Roll Task	Roll Audit	Risk	Action	Notes / Issues
PROCESSID 5869 Registration of Company cars	4 <i>333806</i> Managing Director		Freq 2 Risk 1 Overall 2	Task 6M	

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IT Controller

Process Scope

PROCESSID 7703
To remove money from the Pay Pal system into Vandagraph Bank account

Roll Task

512 340215
Company Secretary

Roll Audit

780 329029
Managing Director

Risk

Freq 3
Risk 1
Overall 3

Action

Task 1M
Audit 6M

Notes / Issues

Warehouse Team Leader

Process Scope

PROCESSID 7708
Acorn Distribution ac 12906 - 0014904
Disposable sensor stock levels

Roll Task

522

Roll Audit

Risk

Freq 3
Risk 1
Overall 3

Action

Notes / Issues

UK Sales Controller

Process Scope

PROCESSID 7920
To review Sales warning pages, highlights dropping in sales

Roll Task

57 340944
UK Sales Controller

Roll Audit

Risk

Freq 1
Risk 1
Overall 1

Action

Task 1M

Notes / Issues

PROCESSID 7927
To check Contract prices are still valid and within date

944 341005
Marketing Processes

945 338494
UK Sales Controller

Freq 1
Risk 1
Overall 1

Task 1M
Audit 3M

Accounts Processes

Process Scope

PROCESSID 5865
Reminded to check the financial status of the bank accounts,
If funds available pay down the vandagraph loan

Roll Task

118 339617
Company Secretary

Roll Audit

559 339716

Risk

Freq 3
Risk 1
Overall 3

Action

Task 1M
Audit 6M

Notes / Issues

PROCESSID 5867
Accounts placed on stop as they owe money. To prevent orders being dispatched.

223 340720
Company Secretary

377 339094

Freq 4
Risk 1
Overall 4

Task 2W
Audit 3M

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PROCESSID 5874 Edenred childcare voucher. these are purchased from Edenred and then the staff that are signed up for the service, salary sacrifice from their pay. Done by the Payroll people, Then childcare vouchers are sent directly to the nursery designate. It is a government scheme to help working families with childcare there are tax benefits for using the service.	165 Company Secretary		Freq 1 Risk 1 Overall 1	Task 1M	
PROCESSID 5914 The closing down of Opera at the end of the financial year. Sales, Purchasing and Nominal ledgers.	429 315561 ✓ Company Secretary		Freq 1 Risk 1 Overall 1	Task 12M	
PROCESSID 5915 Closing down of the Month end in Operas, Or year end if applicable	445 339692 ✓ Company Secretary	558 339715 ✓	Freq 1 Risk 1 Overall 1	Task 1M Audit 3M	
PROCESSID 5916 Enter the current bank account details and opera reports totals in to the correct intrastats page.	63 340966 ✓ Company Secretary	679 323607 ✓	Freq 3 Risk 1 Overall 3	Task 1M Audit 12M	
PROCESSID 5917 Fill in the cashbooks manual and digital. To complete the bank reconciliation at the end of each month for the sales, purchasing and nominal ledger.	680 Company Secretary 335233 ✓	681 309093 ✓	Freq 1 Risk 1 Overall 1	Task 1M Audit 12M	
PROCESSID 5918 Journal to add items in to Opera that are not included in the scope of the sales and purchase ledger.	693 339135 ✓ Company Secretary	694 329432 ✓	Freq 2 Risk 1 Overall 2	Task 1M Audit 12M	
PROCESSID 5920 Cheques that are received in from customers as payments, refunds from Royal Mail, HMRC in the form of Duty refunds etc. These are filled in to the paying in book, located in the accounts office. Then taken to Barclays bank.	432 Company Secretary 340838 ✓	682 336111 ✓	Freq 4 Risk 1 Overall 4	Task 1W Audit 12M	
PROCESSID 5922 Monthly we get a copy of the Credit Card Statement and at that time we match the invoices and other paperwork to the credit card statement.	434 340957 ✓ Company Secretary	683 332944 ✓	Freq 2 Risk 1 Overall 2	Task 1M Audit 12M	

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PROCESSID 5923 A credit in Opera, either a part or in full - When either goods have been returned, re a sales invoice from a customer. An internal error has taken place and a sales invoice need to be re entered. On the purchasing if a supplier has sent a credit for goods or an error.	435 Company Secretary 340839/	684 339443/	Freq 4 Risk 2 Overall 8	Task 1W Audit 12M	
PROCESSID 5924 Export \$ USD or ♦ Euro cheques from customers have to be sent to the bank processing department in Poole. With a form.	436 340375✓ Company Secretary		Freq 2 Risk 1 Overall 2	Task 1M	
PROCESSID 5925 Customs contact us for information. So they can clear incoming and outgoing parcels.	437 Company Secretary 341272✓	685	Freq 4 Risk 1 Overall 4	Task 1W	
PROCESSID 5926 To receive the cash receipts / invoices from those staff who work away from the office. These are then filed in the petty cash file in the accounts office.	438 340511✓ Company Secretary		Freq 1 Risk 1 Overall 1	Task 1M	
PROCESSID 5927 To file the paperwork received and the digital items in a place where they are easily retrievable.	439 325645✓ Company Secretary	677 332459✓	Freq 2 Risk 2 Overall 4	Task 6M Audit 12M	
PROCESSID 5928 To keep the filing up to date and filed in the correct place in the correct filing cabinet. So files can be easily retrieved. Suppliers, export customers and miscellaneous other files.	440 337096✓ Company Secretary		Freq 2 Risk 1 Overall 2	Task 3M	
PROCESSID 5929 HMRC Intrastats Sales Data. Information is taken from intrastats and then uploaded and filled in on the two HMRC web site. VAT and EC sales site and Supplementary date site.	441 340958✓ Company Secretary	687 321842✓	Freq 3 Risk 2 Overall 6	Task 1M Audit 12M	
PROCESSID 5930 VAT return filled in on the HMRC Web site. The information for this is taken from intrastats and manual cashbooks and then filled in on the HMRC web site.	442 332922✓ Company Secretary	698 333505✓	Freq 2 Risk 3 Overall 6	Task 3M Audit 12M	

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PROCESSID 5931 Putting into opera the purchase invoices that are received from our suppliers, by Email, fax, post or by hand.	443 Company Secretary 340959 ✓	696 333870 ✓	Freq 4 Risk 1 Overall	Task 1W Audit 12M	
PROCESSID 5932 Remits are identified, matched to the bank statement and then entered into Opera on the customer account.	444 341126 ✓ Accounts Processes	697 305628 ✓ Company Secretary	Freq 3 Risk 1 Overall 3	Task 1W Audit 24M	
PROCESSID 5933 The sales account reminders or debtors are up dated and then any outstanding invoices are chased for payment.	446 Company Secretary 340377 ✓ in terms	678 328901 ✓	Freq 3 Risk 1 Overall 3	Task 1M Audit 6M	
PROCESSID 5937 NO LONGER REQUIRED WITH XERO This report allows us to add a figure to the end of month accounts. It is a report of suppliers delivered items that have not been invoiced and therefore do not show on the accounts but do show as in stock.	449	686	Freq 3 Risk 1 Overall 3		
PROCESSID 5942 Reminding debtors, where needed.	446 340377 ✓ Company Secretary in terms	451 326423 ✓	Freq 3 Risk 3 Overall 9	Task 1M Audit 6M	
PROCESSID 6819 Inputting the invoices from suppliers for the correct month. Ensuring they are all entered in to the correct period.	443 340959 ✓ Company Secretary	696 333870 ✓	Freq 2 Risk 2 Overall 4	Task 1W Audit 12M	
PROCESSID 6876 This is a form concerning benefits the staff receive annually. An issue is sent annually to remind of this. We then contact the accountants and ask them to fill this in for us. They ask us about benefits and they fill it in for us. This is then sent to us for signing and posting.	142 Company Secretary 332780 ✓	689 Managing Director 254088 ✓	Freq 1 Risk 1 Overall 1	Task 12M Audit 48M	
PROCESSID 6946 Checking the export debtors are up to date and reminding customers where needed.	446 Company Secretary 340377 ✓ in terms	678 328901 ✓	Freq 3 Risk 3 Overall 9	Task 1M Audit 6M	

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PROCESSID 6951 Checking the UK debtors are up to date and reminding customers where needed.	446 Company Secretary <i>3403778 in terms</i>	678 <i>328901 ✓</i>	Freq 3 Risk 3 Overall 9	Task 1M Audit 6M
PROCESSID 7195	118 Company Secretary <i>339677 ✓</i>		Freq Risk Overall	Task 1M
PROCESSID 7740 Filling in HMRC data requires Weights and dimensions per region in the EC This process ensures all the data is in place for the report	563 Company Secretary <i>340978 ✓</i>	699 <i>307760 ✓</i>	Freq 3 Risk 1 Overall 3	Task 1M Audit 12M
PROCESSID 7788 This is done annually, a report for the accountant. It shows the currency and amount that we have in the building at the last day of the year.	629 Accounts Processes <i>316601 ✓</i>		Freq 1 Risk 1 Overall 1	Task 12M
PROCESSID 7789 To remove the receipts that have come into Paypal over the month. So they can be entered in to Opera sales.	630 Company Secretary <i>339724</i>	700 <i>339906 ✓</i>	Freq 3 Risk 1 Overall 3	Task 1M Audit 6M
PROCESSID 7799 The closing down of the previous months purchase ledger for accounts purposes.	651 Company Secretary <i>340986 ✓</i>	695 <i>313678 ✓</i>	Freq 3 Risk 2 Overall 6	Task 1M Audit 24M
PROCESSID 7800 The closing down of the previous months nominal ledger for accounts purposes.	652 Company Secretary <i>340987 ✓</i>	695 <i>313678 ✓</i>	Freq 3 Risk 2 Overall 6	Task 1M Audit 24M
PROCESSID 7817 This is a report that is run to make sure we have not missed the invoicing of an order during the preceding month, on the sales ledger.	104 Company Secretary <i>339676 ✓</i>	690 Managing Director <i>332715 ✓</i>	Freq 3 Risk 1 Overall 3	Task 1M Audit 12M
PROCESSID 7818 A review of the Purchasing Journals, done in Opera, for the previous month. To see if the VAT has been handled correctly and the nominal account number are correct.	422 Company Secretary <i>340617 in terms</i>	691 Managing Director <i>336984 ✓</i>	Freq 3 Risk 4 Overall 12	Task 1M Audit 12M
PROCESSID 7819 A review of the contra nominal account in Opera, number 8000, for the previous three months. To	421 Accounts Processes <i>339688 ✓</i>	692 Managing Director <i>327128 ✓</i>	Freq 2 Risk 2 Overall	Task 1M Audit 24M

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see if the adjustments that go through this account, have been handled correctly and the amount at the end is zero.			4		
PROCESSID 7824 Reminding debtors, where needed.	713 Office Processes	714 339907 334609	Freq 3 Risk 2 Overall 6	Task 1M Audit 3M	
PROCESSID 7831 Intrastats Debtors And Creditor Figures Fill in the figure in Enter Overview details from Operas and bank.	62 Company Secretary	339673	Freq 3 Risk 1 Overall 3	Task 1M	
PROCESSID 7899 Region code and Territory codes from Opera Each country should only be linked to 1 Region.	837 Company Secretary	340610 838 336989	Freq 1 Risk 1 Overall 1	Task 1M Audit 6M	
PROCESSID 7900 Royal Mail - Mail retention form. That is sent to us in March for the next year, they retain our mail on a Saturday and deliver it the next Monday	858 Company Secretary	322243	Freq 1 Risk 1 Overall 1	Task 12M	
PROCESSID 7919 send a report to John of what is happening with the debtors from the last month, include problems and payments due. Can add to issue and redirect	928 Company Secretary	929 331253 339748	Freq 1 Risk 1 Overall 1	Task 1M Audit 6M	
PROCESSID 7932 Rolling issue to check debtors report - All Outstanding References With Balances	961 Company Secretary	962 328061 341297	Freq 1 Risk 1 Overall 1	Task 3M Audit 12M	
PROCESSID 7933 Inputting the invoices from suppliers for the correct month. Ensuring they are all entered in to the correct period.	965 Company Secretary	340645	Freq 2 Risk 2 Overall 4	Task 2W	
PROCESSID 7935 To Obtain PCI DSS Compliance	983 Managing Director	334280	Freq 1 Risk 1 Overall 1	Task 3M	
PROCESSID 7938 VAT return filled in on the HMRC Web site.	995 Company	996 337509 332953	Freq 2 Risk 3	Task 3M Audit	

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The information for this is taken from intrastats and manual cashbooks and then filled in on the HMRC web site.	Secretary		Overall 6	12M	
PROCESSID 7939 VAT return filled in on the HMRC Web site. The information for this is taken from intrastats and manual cashbooks and then filled in on the HMRC web site.	997 Company Secretary 335917 ✓	998 336335 ✓	Freq 2 Risk 3 Overall 6	Task 3M Audit 12M	
PROCESSID 7945 Xero Review Sales Contacts Export the customer contacts and download CSV file. Carefully open with Libra office making sure no column needs to be converted from standard. Check the Tax status and make sure all EC sales VAT customers have a VAT number, or are on 20% VAT. Check all countries have the correct TAX status.	1020 Company Secretary 340176 ✓	1021 Accounts Processes 337905 ✓	Freq 2 Risk 2 Overall 4	Task 1M Audit 3M	
PROCESSID 7946 Xero - merge customers that are duplicates. Make sure they are under the NHS trust where relevant and not the individual hospital	1022 Company Secretary 340755 ✓		Freq 2 Risk 1 Overall 2	Task 1M	
PROCESSID 7952 Check that the Xero To Barclays Bank Statements match and no transactions are missing. End On Month GBP, USD And Euro Viamed	1034 Company Secretary 339752 ✓ x in terms	1035 334722 ✓	Freq 2 Risk 1 Overall 2	Task 1M Audit 6M	
PROCESSID 7958 Put the Exchange Rate in to Intrastats for current month from HMRC	1052 Company Secretary 339756 ✓	1053 320994 ✓	Freq 1 Risk 1 Overall 1	Task 1M Audit 12M	
PROCESSID 7966 Import Paid Invoices from Xero back to Interstats to update contact records	1078 Managing Director 341420 ✓		Freq 1 Risk 1 Overall 1	Task 1W	
<u>Audits</u>					
Process Scope	Roll Task	Roll Audit	Risk	Action	Notes / Issues
PROCESSID 7885 Carry out Audit 04 Accounts for Both VST and Viamed	1055 Company Secretary	817 Managing Director 340650 ✓ x in terms	Freq 1 Risk 2 Overall	Task 12M Audit	

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			2	12M	
<u>Office Processes</u>					
Process Scope	Roll Task	Roll Audit	Risk	Action	Notes / Issues
PROCESSID 7901 To check the emails that come in from UPS or other shippers, for problems delivering or clearing goods.	859 Goods Out 341413 * in terms		Freq 2 Risk 1 Overall 2	Task 1D	
PROCESSID 7924 Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers NO LONGER REQUIRED, New Order system automatically produces the PDFS and Places into the Correct Location	937	938 Company Secretary	Freq 2 Risk 1 Overall 2	Audit 1M	

List Processes Per Title

<u>Managing Director</u>					
Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 5869 Registration of Company cars	Task: 4 333806 ✓ Managing Director Audit :	Freq 2 Risk 1 Overall 2	Task 6M		
<u>IT Controller</u>					
Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 7703 To remove money from the Pay Pal system into Vandagraph Bank account	Task: 512 340273 ✓ Company Secretary Audit : 780 329029 Managing Director	Freq 2 Risk 1 Overall 2	Task 1M Audit 6M		

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<u>Warehouse Team Leader</u>						
Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes	
PROCESSID 7708 Acorn Distribution ac 12906 - 0014904 Disposable sensor stock levels	Task: 522 Audit :	Freq 3 Risk 1 Overall 3				
<u>Accounts Controller</u>						
Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes	
PROCESSID 8007 Review number credit notes in last 12 months see if any should be escalated to a non conformance	Task: 1160 321362 Managing Director Audit : 1161 339766 Company Secretary	Freq 1 Risk 2 Overall 2	Task 12M Audit 12M			
PROCESSID 8021 Viamed properties Check the Barclays Bank account to the B Bank feed in Xero. Check all transactions are present on Xero from Barclays.	Task: 1202 317315 Company Secretary Audit : 1203 321363 Office Processes	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M			
PROCESSID 8035 To redo the USA Tax Status on the Book Sales. Complete TAX Status questions every 2 years approximately. They will email to request this. It relates to the sale of the book in USA only. TIN Number is National Insurance Number yes to Claiming Treaty Benefits amazon prime kindle vandagraph books vat usa book sales Our records indicate you provided your W-8 Internal Revenue Service Form (IRS) with a signature date before January 1, 2020. Per the U.S. tax authority, this form will expire on December 31, 2023. To prevent expiration, please complete your tax interview as soon as possible.	Task: 1231 315179 Company Secretary Audit : 1233 Office Processes	Freq 1 Risk 3 Overall 3	Task 12M Audit 48M			

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PROCESSID 8042 PAYE needs paying by the 21st of the month for previous month	Task: 87 361113✓ Company Secretary Audit :	Freq 2 Risk 3 Overall 6	Task 1M		
<u>UK Sales Controller</u>					
Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 7920 To review Sales warning pages, highlights dropping in sales	Task: 57 360944✓ Managing Director Audit :	Freq 1 Risk 1 Overall 1	Task 1M		
PROCESSID 7927 To check Contract prices are still valid and within date	Task: 944 361005✓ Marketing Processes Audit : 945 338494 x in forms UK Sales Controller	Freq 1 Risk 1 Overall 1	Task 1M Audit 3M		
<u>Audits</u>					
Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 7885 Carry out Audit 04 Accounts for Viamed	Task: 1055 360650 x in forms Company Secretary Audit : 817	Freq 1 Risk 2 Overall 2	Task 12M		
PROCESSID 8019 Carry out Audit 04 Accounts for VST	Task: 1196 Company Secretary Audit : 360651 x in forms	Freq 1 Risk 2 Overall 2	Task 12M		
<u>Accounts Processes</u>					
Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 5865 Reminded to check the financial status of the bank accounts, If funds available pay down the vandagraph loan	Task: 118 339677✓ Company Secretary Audit : 559 339716✓ Office Processes	Freq 3 Risk 1 Overall 3	Task 1M Audit 6M		
PROCESSID 5867 Accounts placed on stop as they owe money. To	Task: 223 360729✓ Office Processes	Freq 2 Risk 1	Task 2W Audit 3M		

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prevent orders being dispatched.	Audit :377 <i>339092</i> Office Processes	Overall 2			
PROCESSID 5874 Edenred childcare voucher. these are purchased from Edenred and then the staff that are signed up for the service, salary sacrifice from their pay. Done by the Payroll people, Then childcare vouchers are sent directly to the nursery designate. It is a government scheme to help working families with childcare there are tax benefits for using the service.	Task: 165 Audit :	Freq 1 Risk 1 Overall 1			
PROCESSID 5914 The closing down of the accounts package at the end of the financial year. Sales, Purchasing and Nominal ledgers.	Task: 429 <i>35561</i> Company Secretary Audit :	Freq 1 Risk 1 Overall 1	Task 12M		
PROCESSID 5915 Closing down of the Month end in the accounts packages, Or year end if applicable	Task: 445 <i>339692</i> Company Secretary Audit :558 <i>339715</i> Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Audit 3M		
PROCESSID 5916 Enter the current bank account details and the accounts package reports totals in to the correct intrastats page.	Task: 63 <i>340966</i> Company Secretary Audit :679 <i>323607</i> Office Processes	Freq 3 Risk 1 Overall 3	Task 1M Audit 12M		
PROCESSID 5917 This is no longer done since we moved to Xero. Fill in the cashbooks manual and digital. To complete the bank reconciliation at the end of each month for the sales, purchasing and nominal ledger.	Task: 680 <i>335233</i> Company Secretary Audit :681 <i>309093</i> Office Processes	Freq 1 Risk 1 Overall 1	Task 24M Audit 48M		
PROCESSID 5918 Journal/adjustments to add items in to the accounts package that are not included in the scope of the sales and purchase ledger.	Task: 693 <i>339135</i> Company Secretary Audit :694 <i>329632</i> Office Processes	Freq 2 Risk 1 Overall 2	Task 1M Audit 12M		
PROCESSID 5920 Cheques that are received in from customers as payments, refunds from Royal Mail, HMRC in the form of Duty refunds etc.	Task: 432 <i>340838</i> Company Secretary Audit :682 <i>336111</i>	Freq 4 Risk 1 Overall 4	Task 1W Audit 12M		

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These are filled in to the paying in book, located in the accounts office. Then taken to Barclays bank.	Office Processes				
PROCESSID 5922 Monthly we get a copy of the Credit Card Statement and at that time we match the invoices and other paperwork to the credit card statement.	Task: 434 340957✓ Company Secretary Audit :683 332944✓ Office Processes	Freq 2 Risk 1 Overall 2	Task 1M Audit 12M		
PROCESSID 5923 A credit either a part or in full - When either goods have been returned, re a sales invoice from a customer. An internal error has taken place and a sales invoice need to be re entered. On the purchasing if a supplier has sent a credit for goods or an error.	Task: 435 340839✓ Company Secretary Audit :684 339443✓ Office Processes	Freq 2 Risk 2 Overall 4	Task 1W Audit 12M		
PROCESSID 5924 Export \$ USD or € Euro cheques from customers have to be sent to the bank processing department in Poole. With a form.	Task: 436 340375✓ Company Secretary Audit :	Freq 2 Risk 1 Overall 2	Task 1M		
PROCESSID 5925 Customs contact us for information. So they can clear incoming and outgoing parcels.	Task: 437 341272✓ Company Secretary Audit :685	Freq 2 Risk 1 Overall 2	Task 1W		
PROCESSID 5926 To receive the cash receipts / invoices from those staff who work away from the office. These are then filed in the petty cash file in the accounts office.	Task: 438 340511✓ Company Secretary Audit :	Freq 1 Risk 1 Overall 1	Task 1M		
PROCESSID 5927 To file the paperwork received and the digital items in a place where they are easily retrievable.	Task: 439 325645✓ Company Secretary Audit :677 332459✓ Office Processes	Freq 2 Risk 2 Overall 4	Task 6M Audit 12M		
PROCESSID 5928 To keep the filing up to date and filed in the correct place in the correct filing cabinet. So files can be easily retrieved. Suppliers, export customers and miscellaneous other files.	Task: 440 337096✓ Company Secretary Audit :	Freq 2 Risk 1 Overall 2	Task 3M		
PROCESSID 5929	Task: 441 340958✓	Freq 1	Task 1M		

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HMRC Intrastats Sales Data. Information is taken from intrastats and then uploaded and filled in on the two HMRC web site. VAT and EC sales site and Supplementary date site.	Company Secretary Audit :687 321822✓ Office Processes	Risk 2 Overall 2	Audit 12M		
PROCESSID 5930 VAT return is submitted to the HMRC through accounts software after the end of the quarter. The information for this is taken from the accounts package with some information from Intrastats	Task: 442 332922✓ Company Secretary Audit :698 333505✓ Office Processes	Freq 1 Risk 2 Overall 2	Task 3M Audit 12M		
PROCESSID 5931 Putting into opera the purchase invoices that are received from our suppliers, by Email, fax, post or by hand.	Task: 443 340959✓ Company Secretary Audit :696 333870✓ Office Processes	Freq 2 Risk 1 Overall 2	Task 1W Audit 12M		
PROCESSID 5932 Remits are identified, matched to the bank statement and then entered into Opera on the customer account.	Task: 444 341126✓ Company Secretary Audit :697 305628✓ Managing Director	Freq 3 Risk 1 Overall 3	Task 1W Audit 24M		
PROCESSID 5933 The sales account reminders or debtors are up dated and then any outstanding invoices are chased for payment.	Task: 446 340377X Office Processes Audit :678 Office Processes 328901	Freq 3 Risk 1 Overall 3	Task 1M Audit 6M		
PROCESSID 5937 NO LONGER REQUIRED WITH XERO This report allows us to add a figure to the end of month accounts. It is a report of suppliers delivered items that have not been invoiced and therefore do not show on the accounts but do show as in stock.	Task: 449 Audit :686	Freq 3 Risk 1 Overall 3			
PROCESSID 5942 Reminding debtors, where needed.	Task: 446 340377X Office Processes Audit :451 Office Processes	Freq 2 Risk 2 Overall 4	Task 1M Audit 6M		
PROCESSID 6819 Inputting the invoices from suppliers for the correct month. Ensuring they are all entered in to the correct	Task: 443 340959✓ Company Secretary Audit :696 333870✓	Freq 1 Risk 2 Overall 2	Task 1W Audit 12M		

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period.	Office Processes				
PROCESSID 6876 This is a form concerning benefits the staff receive annually. An issue is sent annually to remind of this. We then contact the accountants and ask them to fill this in for us. They ask us about benefits and they fill it in for us. This is then sent to us for signing and posting.	Task: 142 <i>332780✓</i> Company Secretary Audit :689 <i>328901✓</i> Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 48M		
PROCESSID 6946 Checking the export debtors are up to date and reminding customers where needed.	Task: 446 <i>340377</i> Office Processes <i>in terms</i> Audit :678 <i>328901✓</i> Office Processes	Freq 2 Risk 1 Overall 2	Task 1M Audit 6M		
PROCESSID 6951 Checking the UK debtors are up to date and reminding customers where needed.	Task: 446 <i>340377x</i> Office Processes <i>in terms</i> Audit :678 <i>328901✓</i> Office Processes	Freq 2 Risk 2 Overall 4	Task 1M Audit 6M		
PROCESSID 7195 Reminded to check the financial status of the bank accounts,	Task: 118 <i>339677✓</i> Company Secretary Audit :	Freq 3 Risk 1 Overall 3	Task 1M		
PROCESSID 7740 Filling in HMRC data requires Weights and dimensions per region in the EC This process ensures all the data is in place for the report	Task: 563 <i>340978✓</i> Company Secretary Audit :699 <i>307760✓</i> Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Audit 12M		
PROCESSID 7788 This is done annually, a report for the accountant. It shows the currency and amount that we have in the building at the last day of the year.	Task: 629 <i>316601✓</i> Company Secretary Audit :	Freq 1 Risk 1 Overall 1	Task 12M		
PROCESSID 7789 To remove the receipts that have come into Paypal over the month. So they can be entered in to accounts sales.	Task: 630 <i>339724✓</i> Company Secretary Audit :700 <i>339906✓</i> Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Audit 6M		
PROCESSID 7799 The closing down of the previous months purchase ledger for accounts purposes.	Task: 651 <i>340986✓</i> Company Secretary	Freq 1 Risk 2 Overall	Task 1M Audit 24M		

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Viamed Ltd Accounts

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	Audit :695 313678✓ Office Processes	2		
PROCESSID 7800 The closing down of the previous months nominal ledger for accounts purposes.	Task: 652 340987✓ Company Secretary	Freq 1 Risk 2 Overall 2	Task 1M Audit 24M	
	Audit :695 313678✓ Office Processes			
PROCESSID 7817 This is a report that is run to make sure we have not missed the invoicing of an order during the preceding month, on the sales ledger.	Task: 104 339676✓ Company Secretary	Freq 3 Risk 1 Overall 3	Task 1M Audit 12M	
	Audit :690 332715✓ Managing Director			
PROCESSID 7818 A review of the Purchasing Journals, done in Opera, for the previous month. To see if the VAT has been handled correctly and the nominal account number are correct.	Task: 422 340617 x Company Secretary in forms	Freq 2 Risk 2 Overall 4	Task 1M Audit 12M	
	Audit :691 336984✓ Managing Director			
PROCESSID 7819 A review of the contra nominal account in accounts package, number 8000, for the previous 12 months. To see if the adjustments that go through this account, have been handled correctly and the amount at the end is zero.	Task: 421 339688✓ Company Secretary	Freq 2 Risk 2 Overall 4	Task 1M Audit 24M	
	Audit :692 327128✓ Managing Director			
PROCESSID 7824 Reminding debtors, where needed.	Task: 713 339907✓ Company Secretary	Freq 2 Risk 1 Overall 2	Task 1M Audit 3M	
	Audit :714 334609✓ Office Processes			
PROCESSID 7831 Intrastats Debtors And Creditor Figures Fill in the figure in Enter Overview details from Operas and bank.	Task: 62 339673✓ Company Secretary	Freq 3 Risk 1 Overall 3	Task 1M	
	Audit :			
PROCESSID 7899 Region code and Territory codes from Opera Each country should only be linked to 1 Region.	Task: 837 340610✓ Company Secretary	Freq 1 Risk 1 Overall 1	Task 1M Audit 6M	
	Audit :838 336989✓ Office Processes			
PROCESSID 7900 Royal Mail - Mail retention form. That is sent to us in March for the next year, they retain our mail	Task: 858 322243✓ Company Secretary	Freq 1 Risk 1 Overall	Task 12M	

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on a Saturday and deliver it the next Monday	Audit :	1			
PROCESSID 7919 send a report to the managing director of what is happening with the debtors from the last month, include problems and payments due. Can add to issue and redirect	Task: 928 339748✓ Company Secretary Audit :929 331253✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Audit 6M		
PROCESSID 7932 Rolling issue to check debtors report - All Outstanding References With Balances	Task: 961 344297✓ Company Secretary Audit :962 328061✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 3M Audit 12M		
PROCESSID 7933 Inputting the invoices from suppliers for the correct month. Ensuring they are all entered in to the correct period.	Task: 965 340645✓ Company Secretary Audit :	Freq 2 Risk 2 Overall 4	Task 2W		
PROCESSID 7935 To Obtain PCI DSS Compliance Check Form is still Current and we still lock up CC/Debit card Data.	Task: 983 334280✓ Managing Director Audit :	Freq 1 Risk 1 Overall 1	Task 3M		
PROCESSID 7938 VAT return is submitted to the HMRC through accounts software after the end of the quarter. The information for this is taken from the accounts package with some information from Intrastats	Task: 995 332952✓ Company Secretary Audit :996 333509 Office Processes	Freq 1 Risk 3 Overall 3	Task 3M Audit 12M		
PROCESSID 7939 VAT return is submitted to the HMRC through accounts software after the end of the quarter. The information for this is taken from the accounts package with some information from Intrastats	Task: 997 335917✓ Company Secretary Audit :998 336335✓ Office Processes	Freq 1 Risk 3 Overall 3	Task 3M Audit 12M		
PROCESSID 7945 Xero Review Sales Contacts Export the customer contacts and download CSV file. Carefully open with Libra office making sure no column needs to be converted from standard. Check the Tax status and make sure all EC sales VAT customers have a VAT number, or are on 20% VAT. Check all countries have the correct	Task: 1020 340176✓ Company Secretary Audit :1021 337905 Office Processes	Freq 2 Risk 2 Overall 4	Task 1M Audit 3M		

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TAX status.					
PROCESSID 7946 Xero - merge customers that are duplicates. Make sure they are under the NHS trust where relevant and not the individual hospital	Task: 1022 Company Secretary Audit : 340755 ✓	Freq 2 Risk 1 Overall 2	Task 1M 		
PROCESSID 7952 Check that the Xero To Barclays Bank Statements match and no transactions are missing. End On Month GBP, USD And Euro Viamed	Task: 1034 339752 ✓ Company Secretary in terms Audit : 1035 34722 ✓ Office Processes	Freq 2 Risk 1 Overall 2	Task 1M Audit 6M		
PROCESSID 7958 Put the Exchange Rate in to Intrastats for current month from HMRC	Task: 1052 Company Secretary 3397561 ✓ Audit : 1053 320954 ✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Audit 12M		
PROCESSID 7966 Import Paid Invoices from Xero back to Interstats to update contact records Process needs to be made easier, due to the way Xero works. Not critical to ISO at this time, THIS PROCESS NOT working yet	Task: 1078 341420 ✓ Managing Director Audit :	Freq 1 Risk 1 Overall 1	Task 1W		
PROCESSID 7968 To destroy old Credit Card Slip NO LONGER NEEDED AS WE ARE NOW WITH SQUARE AND DO NOT WRITE ANY DETAILS DOWN	Task: 1086 Audit : 1087 ✓	Freq 1 Risk 3 Overall 3			
PROCESSID 7984 Check the Viking Web site for invoices. As they only come in to Info@viamed.co.uk and not to accounts.	Task: 1113 339915 ✓ Company Secretary 339915 ✓ Audit : 1114 332533 ✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Audit 6M		
PROCESSID 7986 Ensure suppliers are paid within terms. Review any older to see if they are correct and if they are duplicate.	Task: 1118 340061 ✓ Company Secretary Audit : 1119 339763 ✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Audit 3M		
PROCESSID 8012 VAT return is submitted to the HMRC through	Task: 1177 333893 ✓ Company Secretary	Freq 1 Risk 2	Task 3M Audit		

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accounts software after the end of the quarter.
The information for this is taken from the accounts package with some information from Intrastats

Audit :1178 *327155*
Office Processes

Overall 2 12M

PROCESSID 8077
Login to HMRC
<https://www.gov.uk/guidance/get-your-import-vat-certificates>

Task: 1244 *341421*
Company Secretary

Freq 1
Risk 2
Overall 2
Task 1M
Audit 6M

go to bottom and click - Get your certificates if you use the Customs Declaration Service.

Check all section monthly and download any we do not already have as they only available 6 months.

Cash account
Duty deferment account
Import VAT certificates (C79)
Postponed import VAT statements
Notification of adjustment statements

You will need the c79 form to reconcile the bank on all three banks monthly

Login is
943418914517 Viamed Ltd viamed1978
124693049463 Vandagraph Ltd gfbd1313
389844758776 VST mLGVm!5E9EVnB

Code to HL Phone

526821348342 Viamed Properties GFBD1313
YOU DONT NEED TO DO THESE BUT FOR INFO ONLY gov.uk

Download

Office Processes

Process Scope	Roll Task	Risk	Action	* Notes
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	Roll Audit				
PROCESSID 7901 To check the emails that come in from UPS or other shippers, for problems delivering or clearing goods.	Task: 859 Goods Out Audit : <i>361 613 x in terms</i>	Freq 2 Risk 1 Overall 2	Task 1D		
PROCESSID 7924 Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers NO LONGER REQUIRED, New Order system automatically produces the PDFS and Places into the Correct Location	Task: 937 Audit :938 Company Secretary <i>338639✓</i>	Freq 2 Risk 1 Overall 2			
PROCESSID 7990 Verification of Sales Invoice details between internal systems and external accounts	Task: 1126 <i>32648✓</i> Company Secretary Audit :1127 <i>32598✓</i> Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		

Rolling Tasks Linked to Document :Task (449) Task (118) Task (223) Task (165)
 Task (429) Task (445) Task (63) Task (680) Task (693) Task (432) Task (434) Task
 (435) Task (436) Task (437) Task (438) Task (439) Task (440) Task (441) Task (442)
 Task (443) Task (444) Task (446) Task (142) Task (563) Task (629) Task (630) Task
 (651) Task (652) Task (104) Task (422) Task (421) Task (713) Task (522) Task (512)
 Task (4) Task (62) Task (1055) Task (858) Task (837) Task (859) Task (57) Task
 (944) Task (928) Task (937) Task (961) Task (965) Task (983) Task (995) Task (997)
 Task (1020) Task (1022) Task (1034) Task (1052) Task (1078) Task (1086) Task
 (1113) Task (1160) Task (1118) Task (1126) Task (1177) Task (1196) Task (1202)
 Task (1231) Task (87) Task (1244)