

# Internal Audit Check list

## Vandagraph Sensor Technologies Ltd Accounts

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Audit Date	19-9-24	Auditor Michael Lamb Deek Lamb	

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues

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

### List Processes Per Title

### List Processes Per Title

Clone from Docid

<u>Managing Director</u>						
Process Scope		Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 5869 Registration of Company cars		Task: 4 33>806 Managing Director	Freq 2 Risk 1 Overall 2	Task 6M		
<u>IT Controller</u>						
Process Scope		Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 7703		Task: 512 340273	Freq 2	Task 1M		

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To remove money from the Pay Pal system into Vandagraph Bank account	Company Secretary Audit :780 Managing Director	329029✓ 2	Risk 1 Overall 2	Audit 6M			
<b><u>Warehouse Team Leader</u></b>							
<b>Process Scope</b>	<b>Roll Task Roll Audit</b>		<b>Risk</b>	<b>Action</b>	*	<b>Notes</b>	
PROCESSID 7708 Acorn Distribution ac 12906 - 0014904 Disposable sensor stock levels	Task: 522 Audit :		Freq 3 Risk 1 Overall 3				
<b><u>Accounts Controller</u></b>							
<b>Process Scope</b>	<b>Roll Task Roll Audit</b>		<b>Risk</b>	<b>Action</b>	*	<b>Notes</b>	
PROCESSID 8007 Review number credit notes in last 12 months see if any should be escalated to a non conformance	Task: 1160 Managing Director Audit :1161 Company Secretary	321362✓ 2	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 Company Secretary Audit :1203 Office Processes	317315✓ 321363✓ 1	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.	Task: 1231 Company Secretary Audit :1233 Office Processes	315176✓ 3	Freq 1 Risk 3 Overall 3	Task 12M Audit 48M			
TIN Number is National Insurance Number yes to Claiming Treaty Benefits  amazon prime kindle vandagraph books vat usa book sales							

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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.

**PROCESSID 8042**  
PAYE needs paying by the 21st of the month for previous month

Task: 87 341113

Company Secretary ✓

Audit :

Freq 2  
Risk 3  
Overall  
6

Task 1M

### UK Sales Controller

#### **Process Scope**

**PROCESSID 7920**

To review Sales warning pages, highlights dropping in sales

#### **Roll Task Roll Audit**

Task: 57 3410944

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 341005

Marketing Processes

Audit : 945 338494  
in terms  
UK Sales Controller

Freq 1  
Risk 1  
Overall  
3M

Task 1M  
Audit

### Audits

#### **Process Scope**

**PROCESSID 7885**

Carry out Audit 04 Accounts for Viamed

#### **Roll Task Roll Audit**

Task: 1055 340650

Company Secretary

Freq 1  
Risk 2  
Overall  
2

Task  
12M

*in terms*

Audit : 817

**PROCESSID 8019**

Carry out Audit 04 Accounts for VST

Task: 1196 340651

Company Secretary

Freq 1  
Risk 2  
Overall  
2

Task  
12M

*in terms*

Audit :

### Accounts Processes

#### **Process Scope**

#### **Roll Task Roll Audit**

Risk

Action

\*

Notes

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<b>PROCESSID 5865</b> Reminded to check the financial status of the bank accounts, If funds available pay down the vandagraph loan	Task: 118 339671✓ Company Secretary	Freq 3 Risk 1 Overall 3	Task 1M Audit 6M		
	Audit :559 339716✓ Office Processes				
<b>PROCESSID 5867</b> Accounts placed on stop as they owe money. To prevent orders being dispatched.	Task: 223 340720✓ Office Processes	Freq 2 Risk 1 Overall 2	Task 2W Audit 3M		
	Audit :377 339092✓ Office Processes				
<b>PROCESSID 5874</b> 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	Freq 1 Risk 1 Overall 1			
	Audit :				
<b>PROCESSID 5914</b> The closing down of the accounts package at the end of the financial year. Sales, Purchasing and Nominal ledgers.	Task: 429 315561✓ Company Secretary	Freq 1 Risk 1 Overall 1	Task 12M		
	Audit :				
<b>PROCESSID 5915</b> Closing down of the Month end in the accounts packages, Or year end if applicable	Task: 445 339692✓ Company Secretary	Freq 1 Risk 1 Overall 1	Task 1M Audit 3M		
	Audit :558 339715✓ Office Processes				
<b>PROCESSID 5916</b> Enter the current bank account details and the accounts package reports totals in to the correct intrastats page.	Task: 63 340946✓ Company Secretary	Freq 3 Risk 1 Overall 3	Task 1M Audit 12M		
	Audit :679 323607✓ Office Processes				
<b>PROCESSID 5917</b> 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	Task: 680 335233✓ Company Secretary	Freq 1 Risk 1 Overall 1	Task 24M Audit 48M		
	Audit :681 309093✓ Office Processes				

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nominal ledger.					
<b>PROCESSID 5918</b> 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 339135 ✓ Company Secretary  Audit :694 329433 ✓ Office Processes	Freq 2 Risk 1 Overall 2	Task 1M Audit 12M		
<b>PROCESSID 5920</b> 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.	Task: 432 340838 ✓ Company Secretary  Audit :682 33611 ✓ Office Processes	Freq 4 Risk 1 Overall 4	Task 1W Audit 12M		
<b>PROCESSID 5922</b> 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		
<b>PROCESSID 5923</b> 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		
<b>PROCESSID 5924</b> 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		
<b>PROCESSID 5925</b> 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		
<b>PROCESSID 5926</b> 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		
<b>PROCESSID 5927</b> To file the paperwork received and the digital	Task: 439 325645 ✓ Company Secretary	Freq 2 Risk 2	Task 6M Audit		

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items in a place where they are easily retrievable.	Audit :677 332459 Office Processes	Overall 4	12M		
<b>PROCESSID 5928</b> 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 Company Secretary 337096 ✓ Audit :	Freq 2 Risk 1 Overall 2	Task 3M		
<b>PROCESSID 5929</b> 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.	Task: 441 340958 Company Secretary ✓ Audit :687 321842 Office Processes	Freq 1 Risk 2 Overall 2	Task 1M Audit 12M		
<b>PROCESSID 5930</b> 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		
<b>PROCESSID 5931</b> Putting into opera the purchase invoices that are received from our suppliers, by Email, fax, post or by hand.	Task: 443 340959 ✓ Company Secretary 333870 ✓ Audit :696 Office Processes	Freq 2 Risk 1 Overall 2	Task 1W Audit 12M		
<b>PROCESSID 5932</b> 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		
<b>PROCESSID 5933</b> The sales account reminders or debtors are updated and then any outstanding invoices are chased for payment.	Task: 446 340377 Office Processes X items Audit :678 Office Processes 328901 ✓	Freq 3 Risk 1 Overall 3	Task 1M Audit 6M		
<b>PROCESSID 5937</b> NO LONGER REQUIRED WITH XERO	Task: 449 Audit :686	Freq 3 Risk 1 Overall 3			
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					

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and therefore do not show on the accounts but do show as in stock.					
<b>PROCESSID 5942</b> Reminding debtors, where needed.	Task: 446 340377 Office Processes Audit :451 326422 Office Processes	Freq 2 Risk 2 Overall 4	Task 1M Audit 6M		
<b>PROCESSID 6819</b> Inputting the invoices from suppliers for the correct month. Ensuring they are all entered in to the correct period.	Task: 443 340959 Company Secretary Audit :696 333870 Office Processes	Freq 1 Risk 2 Overall 2	Task 1W Audit 12M		
<b>PROCESSID 6876</b> 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 332780 Company Secretary Audit :689 3254088 Managing Director 328901	Freq 1 Risk 1 Overall 1	Task 12M Audit 48M		
<b>PROCESSID 6946</b> Checking the export debtors are up to date and reminding customers where needed.	Task: 446 340377 Office Processes Audit :678 328901 Office Processes	Freq 2 Risk 1 Overall 2	Task 1M Audit 6M		
<b>PROCESSID 6951</b> Checking the UK debtors are up to date and reminding customers where needed.	Task: 446 340377 Office Processes Audit :678 328901 Office Processes	Freq 2 Risk 2 Overall 4	Task 1M Audit 6M		
<b>PROCESSID 7195</b> Reminded to check the financial status of the bank accounts,	Task: 118 339677 Company Secretary Audit :	Freq 3 Risk 1 Overall 3	Task 1M		
<b>PROCESSID 7740</b> 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 340978 Company Secretary Audit :699 307760 Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Audit 12M		
<b>PROCESSID 7788</b>	Task: 629 316601	Freq 1	Task		

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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.	Company Secretary Audit :	Risk 1 Overall 1	12M		
<b>PROCESSID 7789</b> To remove the receipts that have come into Paypal over the month. So they can be entered in to accounts sales.	Task: 630 339724✓ Company Secretary Audit :700 339906✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Audit 6M		
<b>PROCESSID 7799</b> The closing down of the previous months purchase ledger for accounts purposes.	Task: 651 340986✓ Company Secretary Audit :695 313678✓ Office Processes	Freq 1 Risk 2 Overall 2	Task 1M Audit 24M		
<b>PROCESSID 7800</b> The closing down of the previous months nominal ledger for accounts purposes.	Task: 652 340987✓ Company Secretary Audit :695 313678✓ Office Processes	Freq 1 Risk 2 Overall 2	Task 1M Audit 24M		
<b>PROCESSID 7817</b> 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 Audit :690 332715✓ Managing Director	Freq 3 Risk 1 Overall 3	Task 1M Audit 12M		
<b>PROCESSID 7818</b> 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✓ Company Secretary Audit :691 336984✓ Managing Director	Freq 2 Risk 2 Overall 4	Task 1M Audit 12M		
<b>PROCESSID 7819</b> 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 Audit :692 327128✓ Managing Director	Freq 2 Risk 2 Overall 4	Task 1M Audit 24M		
<b>PROCESSID 7824</b> Reminding debtors, where needed.	Task: 713 339907✓ Company Secretary Audit :714 334609✓ Office Processes	Freq 2 Risk 1 Overall 2	Task 1M Audit 3M		

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<b>PROCESSID 7831</b> Intrastats Debtors And Creditor Figures  Fill in the figure in Enter Overview details from Operas and bank.	Task: 62 Company Secretary <i>339673 ✓</i> Audit :	Freq 3 Risk 1 Overall 3	Task 1M			
<b>PROCESSID 7899</b> Region code and Territory codes from Opera Each country should only be linked to 1 Region.	Task: 837 <i>340410 ✓</i> Company Secretary  Audit :838 <i>336989 ✓</i> Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Audit 6M			
<b>PROCESSID 7900</b> 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	Task: 858 Company Secretary <i>322243 ✓</i> Audit :	Freq 1 Risk 1 Overall 1	Task 12M			
<b>PROCESSID 7919</b> 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 <i>339748 ✓</i> Company Secretary  Audit :929 <i>331253 ✓</i> Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Audit 6M			
<b>PROCESSID 7932</b> Rolling issue to check debtors report - All Outstanding References With Balances	Task: 961 Company Secretary <i>341297 ✓</i> Audit :962 <i>328061 ✓</i> Office Processes	Freq 1 Risk 1 Overall 1	Task 3M Audit 12M			
<b>PROCESSID 7933</b> Inputting the invoices from suppliers for the correct month. Ensuring they are all entered in to the correct period.	Task: 965 <i>340645 ✓</i> Company Secretary  Audit :	Freq 2 Risk 2 Overall 4	Task 2W			
<b>PROCESSID 7935</b> To Obtain PCI DSS Compliance Check Form is still Current and we still lock up CC/Debit card Data.	Task: 983 <i>334289 ✓</i> Managing Director  Audit :	Freq 1 Risk 1 Overall 1	Task 3M			
<b>PROCESSID 7938</b> 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 <i>332952 ✓</i> Company Secretary  Audit :996 <i>333509 ✓</i> Office Processes	Freq 1 Risk 3 Overall 3	Task 3M Audit 12M			

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<b>PROCESSID 7939</b> 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 Company Secretary 335917 ✓ Audit :998 Office Processes 336335 ✓	Freq 1 Risk 3 Overall 3	Task 3M Audit 12M			
<b>PROCESSID 7945</b> 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.	Task: 1020 Company Secretary 340176 ✓ Audit :1021 Office Processes 337905 ✓	Freq 2 Risk 2 Overall 4	Task 1M Audit 3M			
<b>PROCESSID 7946</b> 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 340155 ✓ Audit :	Freq 2 Risk 1 Overall 2	Task 1M			
<b>PROCESSID 7952</b> 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 X in terms Audit :1035 334723 ✓ Office Processes	Freq 2 Risk 1 Overall 2	Task 1M Audit 6M			
<b>PROCESSID 7958</b> Put the Exchange Rate in to Intrastats for current month from HMRC	Task: 1052 Company Secretary 339756 ✓ Audit :1053 320954 ✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Audit 12M			
<b>PROCESSID 7966</b> 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 Managing Director 341420 ✓ Audit :	Freq 1 Risk 1 Overall 1	Task 1W			
<b>PROCESSID 7968</b> To destroy old Credit Card Slip	Task: 1086	Freq 1 Risk 3				

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NO LONGER NEEDED AS WE ARE NOW WITH SQUARE AND DO NOT WRITE ANY DETAILS DOWN	Audit :1087	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  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 accounts software after the end of the quarter. The information for this is taken from the accounts package with some information from Intrastats	Task: 1177 333893✓ Company Secretary  Audit :1178 327155✓ Office Processes	Freq 1 Risk 2 Overall 2	Task 3M Audit 12M		
PROCESSID 8077 Login to HMRC <a href="https://www.gov.uk/guidance/get-your-import-vat-certificates">https://www.gov.uk/guidance/get-your-import-vat-certificates</a>  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	Task: 1244 341421✓ Company Secretary  Audit :1245 Office Processes	Freq 1 Risk 2 Overall 2	Task 1M Audit 6M		
Login is					

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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	<u>Office Processes</u>					
Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes	
PROCESSID 7901 To check the emails that come in from UPS or other shippers, for problems delivering or clearing goods.	Task: 859 Goods Out 341413 Audit : 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	Task: 937  Audit :938 338639 Company Secretary	Freq 2 Risk 1 Overall 2				
NO LONGER REQUIRED, New Order system automatically produces the PDFs and Places into the Correct Location						
PROCESSID 7990 Verification of Sales Invoice details between internal systems and external accounts	Task: 1126 3264 83 Company Secretary  Audit :1127 312598 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

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(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)