

Internal Audit Check list

Accounts

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Revised:	29 September 2025		Page 1 of 14
Audit Date	3/10/25	Auditor <i>D. Hunt</i>	

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	<p>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.</p>	<i>Doc index</i> <i>Rolest tasks</i> <i>Rate map</i>

	<u>QUESTION:</u>	<u>RESPONSE:</u>	Y/ N
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory.	<i>No now conforme</i> <i>Nothing outstanding</i>	Y
2	Checked the bank statement on the Accounts package matched to Barclays Bank monthly. Check last 3 months.	<i>task 1034</i>	Y
3	Check the accounts package for Purchase invoices unpaid over 3 months.	<i>Council Tax + ups issues</i>	Y
4	Check the Debtors report was complete in the last 2 months.	<i>Done September</i>	Y

List Processes Per Title

List Processes Per Title

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<u>Managing Director</u>				
<u>Process Scope</u>	<u>Roll Task</u> <u>Roll Audit</u>	<u>Risk</u>	<u>Action</u>	<u>*Notes</u>

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PROCESSID 5869 Registration of Company cars	Task: 4 <i>368314</i> Managing Director Audit :	Freq 2 Risk 1 Overall 2	Task 6M	
<u>IT Controller</u>				
Process Scope	Roll Task Roll Audit	Risk	Action	*Notes
<u>Marketing Controller</u>				
Process Scope	Roll Task Roll Audit	Risk	Action	*Notes
PROCESSID 8096 To Review the Contracts Advance service we have got over the last 2 years and decide if we want to continue. THIS WILL AUTOMATICALLY RENEW IF WE DON@T CANCEL	Task: 1296 <i>New</i> Marketing Processes Audit :1297 <i>New</i> - Company Secretary	Freq 1 Risk 2 Overall 2	Task 24M Audit 24M	
<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: <i>522</i> 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 <i>356235</i> Managing Director Audit :1161 <i>374054</i> Company Secretary	Freq 1 Risk 2 Overall 2	Task 12M Audit 12M	

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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 352152 Company Secretary Audit :1203 356237 Office Processes	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M	
	Task: 1231 349741 Company Secretary Audit :1233 Office Processes	Freq 1 Risk 3 Overall 3	Task 12M Audit 48M	
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.				
PROCESSID 8042 PAYE needs paying by the 21st of the month for previous month	Task: 87 3755 02 Company Secretary Audit :	Freq 2 Risk 3 Overall 6	Task 1M	
PROCESSID 8090 Check the Aged Receivables Summary in the accounts package. Allocate all the credit balances where possible and allocate to bank charges credit amounts that should have been allocated to this at time of paying. Ready for accountants.	Task: 1279 Company Secretary Audit :1280 Office Processes	Freq 1 Risk 1 Overall 1	Task 12M Audit 48M	

UK Sales Controller

Process Scope	Roll Task Roll Audit	Risk	Action	*Notes

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PROCESSID 7920 To review Sales warning pages, highlights dropping in sales	Task: 57 375292 ✓ 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 375348 ✓ Marketing Processes Audit :945 372937 ✓ UK Sales Controller	Freq 1 Risk 1 Overall 1	Task 1M Audit 3M	

Audits

Process Scope	Roll Task Roll Audit	Risk	Action	*Notes
PROCESSID 7885 Carry out Audit 04 Accounts for Viamed Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such.	Task: 1055 375127 ✗ Company Secretary Audit :817 This audit	Freq 1 Risk 2 Overall 2	Audit 12M	
PROCESSID 8019 Carry out Audit 04 Accounts for VST Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such.	Task: 1196 375129 ✗ Company Secretary Audit : This audit	Freq 1 Risk 2 Overall 2	Audit 12M	

Accounts Processes

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	Task: 118 373971 ✓ Company Secretary Audit :559 374009 ✓	Freq 3 Risk 1 Overall 3	Task 1M Audit 6M	

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loan	Office Processes			
PROCESSID 5867 Accounts placed on stop as they owe money. To prevent orders being dispatched.	Task: 223 376215 ✓ Office Processes in terms Audit :377 373459 ✓ Office Processes	Freq 2 Risk 1 Overall 2	Task 2W Audit 3M	
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 350264 ✓ 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 373985 ✓ Company Secretary Audit :558 374008 ✓ 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 375403 ✓ Company Secretary Audit :679 358560 ✓ 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 335233 ✓ Company Secretary Audit :681 343643 ✓ 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 376378 ✓ Company Secretary Audit :694 366248 ✓	Freq 2 Risk 1 Overall 2	Task 1M Audit 12M	

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	Office Processes			
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.	Task: 432 376350/ Company Secretary Audit :682 370705/ Office Processes	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.	Task: 434 375304/ Company Secretary Audit :683 367643/ 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 376351/ Company Secretary Audit :684 373884/ 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 374725/ 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 376088/ 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 374976/ 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 360749/ Company Secretary Audit :677 367121/ 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	Task: 440 371623/ Company Secretary	Freq 2 Risk 1	Task 3M	

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correct place in the correct filing cabinet. So files can be easily retrieved. Suppliers, export customers and miscellaneous other files.	Audit :	Overall 2		
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.	Task: 441 375305 Company Secretary Audit :687 356838 Office Processes	Freq 1 Risk 2 Overall 2	Task 1M 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 375825 Company Secretary Audit :698 368121 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 376457 Company Secretary Audit :696 368349 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 375777 Company Secretary Audit :697 374654 Managing Director	Freq 3 Risk 1 Overall 3	Task 1W Audit 24M	
PROCESSID 5933 The sales account reminders or debtors are updated and then any outstanding invoices are chased for payment.	Task: 446 373986 Office Processes Audit :678 363743 Office Processes	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 373986 Office Processes Audit :451 361383	Freq 2 Risk 2 Overall 4	Task 1M Audit 6M	

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	Office Processes			
PROCESSID 6819 Inputting the invoices from suppliers for the correct month. Ensuring they are all entered in to the correct period.	Task: 443 376457 Company Secretary Audit :696 368349 Office Processes	Freq 1 Risk 2 Overall 2	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.	Task: 142 367489 Company Secretary Audit :689 354088 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 373986 Office Processes Audit :678 363743 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 373986 Office Processes Audit :678 363743 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 373971 Company Secretary Audit :	Freq 3 Risk 1 Overall 3	Task 1M	
PROCESSID 7740 This is a process to fill in the Wee data for our electrical waste report. We fill in the item weight before packaging for the wee report that is completed annually This process ensures all the data is in place for the report	Task: 563 375326 Company Secretary Audit :699 376484 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 351109 Company Secretary Audit :	Freq 1 Risk 1 Overall 1	Task 12M	

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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 374017/ Company Secretary Audit :700 374335/ 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 375333/ Company Secretary Audit :695 313678/ Office Processes	Freq 1 Risk 2 Overall 2	Task 1M Audit 24M	
PROCESSID 7800 The closing down of the previous months nominal ledger for accounts purposes.	Task: 652 375334/ Company Secretary Audit :695 313678/ Office Processes	Freq 1 Risk 2 Overall 2	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.	Task: 104 373970/ Company Secretary Audit :690 367410/ Managing Director	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.	Task: 422 375093/ Company Secretary Audit :691 371656/ Managing Director	Freq 2 Risk 2 Overall 4	Task 1M Audit 12M	
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 373981/ Company Secretary Audit :692 327128/ Managing Director	Freq 2 Risk 2 Overall 4	Task 1M Audit 24M	
PROCESSID 7824 Reminding debtors, where needed.	Task: 713 374336/ Company Secretary Audit :714 369067/ Office Processes	Freq 2 Risk 1 Overall 2	Task 1M Audit 3M	
PROCESSID 7831 Intrastats Debtors And Creditor Figures Fill in the figure in Enter Overview details from Operas and bank.	Task: 62 374173/ Company Secretary Audit :	Freq 3 Risk 1 Overall 3	Task 1M	

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PROCESSID 7899 Region code and Territory codes from Opera Each country should only be linked to 1 Region.	Task: 837 374760/ Company Secretary Audit :838 371665/ Office Processes	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	Task: 858 357138/ Company Secretary Audit :	Freq 1 Risk 1 Overall 1	Task 12M	
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 374039/ Company Secretary Audit :929 365840/ 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 375634/ Company Secretary Audit :962 363001/ 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 376118/ 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 368941/ 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 375878/ Company Secretary Audit :996 368129/ 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 310310/ Company Secretary Audit :998 370975/ Office Processes	Freq 1 Risk 3 Overall 3	Task 3M Audit 12M	

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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.	Task: 1020 374647 Company Secretary Audit :1021 372274 Office Processes	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	Task: 1022 375232 Company Secretary Audit :	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 374205 Company Secretary Audit :1035 369347 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 374046 Company Secretary Audit :1053 355745 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 3764255 Office Processes Audit :1259 374066 Managing Director	Freq 1 Risk 1 Overall 1	Task 1W Audit 3M	
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	Task: 1113 374344 Company Secretary	Freq 1 Risk 1 Overall	Task 1M Audit 6M	

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not to accounts.	Audit :1114 367143- Office Processes	1		
PROCESSID 7986 Ensure suppliers are paid within terms. Review any older to see if they are correct and if they are duplicate.	Task: 1118 374465- Company Secretary Audit :1119 374209- 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 368506- Company Secretary Audit :1178 362096- Office Processes	Freq 1 Risk 2 Overall 2	Task 3M Audit 12M	
PROCESSID 8077 Login to HMRC https://www.gov.uk/guidance/get-your-import-vat-certificates 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 gfbdb1313 389844758776 VST mLGVm!5E9EVnB Code to HL Phone 526821348342 Viamed Properties GFBD1313	Task: 1244 375764- Company Secretary Audit :1245 365333- Office Processes	Freq 1 Risk 2 Overall 2	Task 1M Audit 6M	

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PROCESSID 8085 To correct the stock in the accounts package so it matches what we have in the building and on Intrastats. So the figures are correct and we can get a better idea of where we are with finances	Task: 1265 374067 Managing Director Audit :1266 373186 Company Secretary	Freq 1 Risk 1 Overall 1	Task 1M Audit 3M	
<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 376492 Goods Out Audit :	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	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 361431 Company Secretary Audit :1127 347195 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

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(1231) Task (87) Task (1244) Task (1265) Task (1279) Task (1296)

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

	<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.		
2	Checked the bank statement on the Accounts package matched to Barclays Bank monthly. Check last 3 months.		
3	Check the accounts package for Purchase invoices unpaid over 3 months.		
4	Check the Debtors report was complete in the last 2 months.		

List Processes Per Title