

**MAJLIS ANSARULLAH UK**  
**REGIONAL AUDIT QUARTERLY CHECKLIST- EXPENSES**

**Majlis** \_\_\_\_\_ **Muntazim Maal** \_\_\_\_\_

**Region** \_\_\_\_\_

**Period** \_\_\_\_\_

**This audit is to cover the expense payments from grants received for the region and each Majalis.**

<p>1. Obtain a copy of the bank statement for any local bank account used for grants. Otherwise obtain details of the money held.</p> <p>Obtain explanation for any large unused grant amounts not returned to the HO.</p>	
<p>2. Obtain a list of expenses incurred for the quarter (or since last audit) and a reconciliation of the grant amount received and expenses incurred. Ensure that the unused amount is held in the bank account or confirmed by the person holding the balance.</p> <p>Checked all calculations/ Receipts for the attached Expense Claim form</p>	
<p>3. Physically check any cash held and agree that to the expenses reconciliation obtained. Obtain explanation for any differences.</p>	
<p>4. Ensure the expenses have been incurred for the regional/ majlis functions and have been properly approved.</p>	
<p>5. Prepare a report on issues noted</p>	

**Reconciliation of the Grant**

Grant Brought Forwarded from last year - £	
Grant Received during the year - £	
<b>Total Grant available for Majlis - £</b>	
<b>Less: Expenses incurred through attached expense claim form - £</b>	
<b>Balance in Hand / (Bank or Cash) - £</b>	

**Report on issues noted:**

**Audited by:**

**Name** \_\_\_\_\_

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

For Centre use only:

Agreed regional/ majalis grants to payments schedule \_\_\_\_\_ Yes/ No

Cleared comments with Finance Secretary \_\_\_\_\_ Yes/ No

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**GUIDANCE NOTES FOR REGIONAL AUDIT**

Please follow the guidance noted below to complete the checklist:

1. This checklist should be completed at the end of each quarter during the year.
2. Note clearly the Majlis audited and name of the person responsible for the controlling the grant money and payment of expenses.
3. The audit should cover all the expenses paid in the quarter or since the last audit date.
4. In the schedule, list the payments in sequence and complete the audit steps as applicable.
5. Ensure the documents attached to the expenses claim are original and total to the amount claimed. In case of copies or proforma invoices, that final invoices had been received.
6. In case of advance payments, ensure that expenses have been received and attached to the advance claim.
7. Check the bank reconciliation to the bank statement. Note all cheques issued and not cleared through the bank for more than six months. Prepare a list and include in your report.

On completion of the audit, please:

- a. Agree any comments noted during the audit with the Finance Secretary and Zaeem
- b. Sign and date the audit schedule
- c. Make two copies of the audit schedule, one for your record and another for the Majlis
- d. Send the original audit schedule to the Centre for attention of the Majlis Ansarullah National Auditor.

For further information or Guidance please contact us:

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