

Majlis Audit Report - Majlis Ansarullah UK 2023

Markaz Must Receive the report by 10th of following month

Majlis:		Region:	
Audit Date:	Audit for Month:	Name of Auditor	Contact No. 0
Audit Questionnaire for Receipt Books			
1	No. of Majlis/CWFP Receipt Books in your Majlis:	Chanda Majlis:	Chanda CWFP:
2	Serial Nos. of Chanda Majlis Books/Receipts Audited:	Receipt Book No. (1) _____ (2) _____	Receipt No. From _____ To _____
3	Serial Nos. of CWFP Books/Receipts Audited:	Receipt Book No. (1) _____ (2) _____	Receipt No. From _____ To _____
4	Dates of first & last receipt used for the month: (dd mmm yyyy)	Chanda Majlis From _____ To _____	Chanda CWFP From _____ To _____
5	Serial Nos. of fully used Chanda Majlis/CWFP Receipt Books held with Majlis?	Chanda Majlis:	Chanda CWFP:
6	Serial Nos. of fully used Chanda Majlis/CWFP Receipt Books returned to Markaz during the month:	Chanda Majlis:	Chanda CWFP:
Audit Questionnaire for Income			
1	What is collection statement date for this month? (dd mmm yyyy)	Chanda Majlis:	Chanda CWFP:
2	What is amount as per collection statement for the month?	Chanda Majlis:	Chanda CWFP:
3	What is deposit slip date for this month? (dd mmm yyyy)	Chanda Majlis:	Chanda CWFP:
4	What is amount as per deposit slip for the month?	Chanda Majlis:	Chanda CWFP:
5	Please confirm:		
	a.	Details of receipts (Aims No, name, chanda) checked to collection statement?	(Yes/No)
	b.	Collection statement totals checked and agreed to deposit slip	(Yes/No)
	c.	Receipt book signed after audit	(Yes/No)
	d.	All receipts issued in sequence	(Yes/No)
	e.	For any cancelled receipts, all 3 copies of receipt seen?	(Yes/No)
	f.	List receipt nos. cancelled:	(Yes/No)
Note any discrepancies:			
Audit Questionnaire for Expenses			
1	Grant/ Expenses Summary:	For the Month	Year to Date
	A: Grant balance brought forward:		
	B: Grant amount received		
	C=A+B: Total Grant available	-	-
	D: Total expenditure		
	E=C-D: Net balance of grant in hand	-	-
2	Please confirm:		
	a.	Are all expenses agreed to original docs:	(Yes/No)
	b.	Are all expenses properly authorised and incurred for majalis activities:	(Yes/No)
Note any discrepancies:			

Signature of Auditor Majlis