

Independent reviewer's checklist and confirmation form



Unit or level - to complete this section:

Name of unit or level:	2nd Ballymoney Brownies
Name of local commissioner:	Claire Eakin
Contact details for local commissioner (email address or phone number):	northantrimcountycommissioner@hotmail.com

Independent reviewer - to complete the rest of the form:

Name of independent reviewer:	Jessica Keyte
Contact details for independent reviewer (email address or phone number):	keyte71@gmail.com

I confirm that I have carried out the following checks on the accounts for the above unit or level:

A bank account exists in the name of the unit or level, and most income is recorded here	<input checked="" type="checkbox"/>
Spending and income are accurately recorded across financial records, including: <ul style="list-style-type: none">• Bank statements• Paying in books• Cheque books• Invoices• Receipts	<input checked="" type="checkbox"/>
Grant money has been used for the right purpose	<input checked="" type="checkbox"/>
Cash held is minimal	<input checked="" type="checkbox"/>
Money collected for another charity has been passed on appropriately	<input checked="" type="checkbox"/>

During my review, there have been no concerns about how the above unit or level keeps accounts or spends money;

Or

During my review, the following matters have been raised with the commissioner or HQ:

No concerns or issues raised.

* Continue on a separate page if required

You can find more information about this process in our [end of year reviews](#).

Signature Jessica Keyte

Date 2/2/25