

# Independent reviewer's checklist and confirmation form



Unit or level - to complete this section:

Name of unit or level:	2 <sup>nd</sup> Ballymoney Guides
Name of local commissioner:	Jessica Keyte
Contact details for local commissioner (email address or phone number):	Keyte71@gmail.com 07715353760

Independent reviewer - to complete the rest of the form:

Name of independent reviewer:	JENNIFER ARCHER
Contact details for independent reviewer (email address or phone number):	07748788351

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"> <li>• Bank statements</li> <li>• Paying in books</li> <li>• Cheque books</li> <li>• Invoices</li> <li>• Receipts</li> </ul>	<input checked="" type="checkbox"/>
Grant money has been used for the right purpose	<input type="checkbox"/>
Cash held is minimal	<input type="checkbox"/>
Money collected for another charity has been passed on appropriately	<input 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:

\* Continue on a separate page if required

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

Signature [Signature]

Date 31-10-24