

# Independent reviewer's checklist and confirmation form



Unit or level - to complete this section:

|   |                                    |
|---|------------------------------------|
| Name of unit or level:  | 2 <sup>nd</sup> Ballymoney Rangers |
| Name of local commissioner:   | Jessica Keyte                      |
| Contact details for local commissioner (email address or phone number): | Keyte71@gmail.com<br>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 Jennifer Archer

Date 31-10-24