

# Omeath District Development Company

## Reporting Internal Controls



# Reporting Internal Controls Checklist

This checklist can be used as a stand-alone self-evaluation tool, or used as a preparatory document, when developing a compliance tracker.

Financial Reporting: Is each of the Controls listed below in place?	Yes	No
Proper records are maintained for all transactions		
Quarterly financial reports of income and expenditure are reviewed and approved by directors		
Regular summary financial reports are provided to the Board by the Managing Director/CEO		
All activities of the organisation are contained in the annual financial statements		
Annual financial statements are formally reviewed and approved by the directors		
Approval of annual financial statements by the directors are recorded in board meeting minutes		
Annual accounts comply with accounting standards and the requirements imposed by company legislation		
Returns to the Revenue Commissioners are made by the required return dates		

**PLEASE NOTE:** The list of suggested controls is not intended to be exhaustive. Individual controls may not be applicable to every organisation

Stakeholder Reporting: Is each of the Controls listed below in place?		
Funder administrative compliance requirements and reporting guidelines are met by the due date(s) specified in the funding contract(s)/agreement(s)		
The Annual Return is made to the Companies Registration Office in accordance with Annual Return Date requirements		
Directors report to company members at the Annual General Meeting (unless a single member company)		
Directors approve company annual reports before they are disseminated publically		

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