



MONTHLY

Age Lists: Review 3 months + column.
 Regular test check stocks (all items checked at least once a year)
 Vehicles - physical take and trace to Finance House Statements (where stocking finance).
 Bank Reconciliations - accounts for direct debit payments.
 Reconcile Supplier Statements to balance on Purchases Ledger.

FINANCIAL REPORTS - AT LEAST QUARTERLY:
 Key Ratios: Liquidity - Profitability - Activity. Identify adverse trends.