

Compliance Checklist

Introduction

The purpose of this Business Health Check Questionnaire is to help assess the health of your organisation. It is designed as an assessment tool so that you can identify areas where you can improve.

The Health Check is a set of statements of good practice. They cover all the key areas of business management. For each statement, you need to consider how well your own organisation is in line with good practice. By the end of the Health Check, we will be able to tell if the financial management in your organisation is healthy or sick.

Every organisation is different and financial management systems must reflect this. A 'one size fits all' approach cannot work. But the key aspects of good practice are the same for most organisations most of the time. The Health Check focuses on those key aspects. They are the foundation stones of good practice.



How To Use The Health Check

The Health Check can be run by you, or any member of staff. You do not need specialist financial skills to complete it. It includes explanations of each section and a glossary of the financial terms used.

Taking each statement of best practice in turn, discuss whether it is true, or is in place, or happens in your organisation. Agree on a score based on what **actually** happens, not what is supposed to happen, or what is documented in your finance manual. The scores available are 5,4,1 and 0 only.

| EXPLANATION | SCORE |
|--|-------|
| Our practice is totally in accordance with the statement | 5 |
| Close to 5, but not quite there | 4 |
| Close to 0, but not that poor | 1 |
| This is not in place, or is not true or does not happen | 0 |

Clearly a degree of judgement is required to decide between '4' or '1', and it is not an exact science. If you cannot give yourselves a clear cut 5 or 0, you need to decide which one you are closer to.

General Overview

| REF | QUESTIONS: PLEASE ANSWER YES OR NO | |
|-----|---|--|
| 1.1 | Is your organisation registered with CIPC? | |
| 1.2 | Are your annual CIPC registrations up to date? | |
| 1.3 | Is your organisation registered with SARS? | |
| 1.4 | Does your organisation have a SARS tax clearance certificate? | |
| 1.5 | Are annual audits up-to-date (signed within 6 months of the year end)? | |
| 1.6 | Is there an approved policies and procedures manual in place which is Relevant to the organisation, and known by staff? | |
| 1.7 | I have registered with the correct industry body. | |
| 1.8 | Is my client information is safe? I have the correct security protocols in place. | |
| 1.9 | Do all staff receive the training and support they need to carry out their financial management responsibilities? | |

General Overview

| REF | QUESTIONS: PLEASE ANSWER YES OR NO | |
|------|---|--|
| 1.10 | I pay myself a salary and don't spend company money on personal expenses. | |
| 1.11 | Statutory deductions (e.g., payroll taxes) are properly made and paid on time. | |
| 1.12 | All fixed assets (e.g., vehicles, computers, equipment) owned by the business are insured and controlled using a fixed assets register. | |
| 1.13 | Senior staff lead by example in following control procedures. | |
| 1.14 | My staff all have legal contracts and I comply with the labour law of South Africa. | |
| 1.15 | I back our work and client work on a regular basis. Our work is safe. | |
| 1.16 | Budgets are prepared in good time for all the costs of running the organisation. | |
| 1.17 | A cash flow forecast is prepared every month. | |