Review of Bookkeepers Business in accordance with Professional Standards and Code of Conduct

THE INSTITUTE OF CERTIFIED BOOKKEEPERS

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A business should periodically step back and review its internal processes and status in the operations of its business. This checklist focuses on the areas of the Code of Conduct.

It is a review of the business not of a specific client

Reviewer_____ Date_____

Business_____

1. Do we ever hold money in our possession / bank for any clients? ❑
If so: How many times has this occurred in the last 12 months?_____
Is our system to keep track of this money: adhoc / fully separately documented
Is the money held in a separate bank account (not necessary but advisable)
Is the money ever used for other purposes?

2. Does anyone in this business have any form of connection (other than our business relationship) with any person in any clients business?

When did we last check with all staff? _____ (refer declaration)

Declarations are stored_____

Our person	Client & Their person	Connection	"a"	"b"
_____	_____	_____	❑	❑
_____	_____	_____	❑	❑
_____	_____	_____	❑	❑
_____	_____	_____	❑	❑

"a" Are the business owners aware of the connection?
"b" Has the business owner specifically consented to you continuing to act for them despite this connection?

Details of where this consent is stored _____

If our person is responsible for calculating payments to their person what procedure is in place to ensure overpayments are not made?

Are you satisfied that all these connections are managed so that there is no ability for a conflict to occur that will compromise the integrity of the business?

Should you cease working for any client?

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3. What skills were reviewed / reacquired / obtained during the year to ensure we maintain out required level of skills / competence to service our clients?

- ❑ Software _____
  Details of Competence_____
  Who_____
  When_____
- ❑ Banking interactions ( ) Cheque writing ( ) Electronic payments
  ( ) Deposit Cheques ( ) Statements electronic bank feed
  Who_____
  When_____
- ❑ Sales Process: standard / unique skills required
  _____
  _____
- ❑ Bookkeeping skills: Notable items _____
  Who_____ When_____
- ❑ GST standard / Specialist Sales (ITS) / Importing / _____
  Who_____ When_____
- ❑ Payroll: Standard / Salary Packaging / Employment Law
  Who_____ When_____

4. Are there any areas here where we need to upskill or obtain some guidance?

- ❑ Software _____ Details of Competence_____
  Who_____ When_____
- ❑ Banking interactions ( )Cheque writing ( )Electronic payments
  ( )Deposit Cheques ( )Statements electronic bank feed
  Who_____ When_____
- ❑ Sales Process: standard / unique skills required _____
  _____
- ❑ Bookkeeping skills: Notable items _____
  Who_____ When_____
- ❑ GST standard / Specialist Sales (ITS) / Importing / _____
  Who_____ When_____
- ❑ Payroll: Standard / Salary Packaging / Employment Law
  Who_____ When_____

5. Are there any areas where we need to ensure a specific person is involved or specific person review is required?

Signed
_____**date**_____

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Declaration in relation to Client Relationships

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I _____

a) note that I have no personal nor out of work relationship with any persons that are connected to any client

b) note that I have the following out of work relationship with a person connected with a client of the firm

Client_____

Person_____

Commenced_____

Was this before or after the business became a client of this firm? Before / After

Nature of relationship:
( ) Play on the same sporting team
( ) Business network _____
( ) Social friendship
( ) Personal relationship (married / partner / dating)
( ) _____

Does any part of the work performed for this client involve the person? (Do you do the payroll for that person? Do you answer to them? Do they perform work as directed or reviewed by you?) No / Yes

_____

_____

Do you have any financial interactions with the person?_____

Has the owner/director of the business been informed? Yes / No is so how: _____

c) note that I have the following out of work relationship with a person connected with a customer or supplier to a client of the firm

Client_____ Customer/Supplier_____

Person_____

Commenced_____
Was this before or after the business became a client of this firm? Before / After

Nature of relationship:
( ) Play on the same sporting team
( ) Business network _____
( ) Social friendship
( ) Personal relationship (married / partner / dating)
( ) _____

Does any part of the work performed for this client involve the person? (Do you do make payments to or receive money from or have interactions with them as part of your business duties?) No / Yes

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Do you have any financial interactions with the person?_____

Do you have any financial interactions with the supplier/customer of the client? yes /no

_____

Has the owner/director of the business been informed? Yes / No if so, how:_____

Signed_____

Date _____

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