

- B. Are operations effectively controlled, with an operating committee appointed; operating guidelines established; and gatherings supervised by a Canada-based staff member?
- C. Are periodic financial statements prepared, reviewed by an employee who is not a member of the committee and presented to me for my information?
- D. If a bank account is operated is it in a name which does not suggest Mission or official status?

10 BANK TRANSACTIONS

- A. Have I approved in writing the staff who are authorized to draw on the Letter of Credit and to sign cheques?
- B. Do I question and initial any significant adjustments" to the monthly bank reconciliation on the mission financial return?
- C. Are Canada-based staff aware that they are liable for any losses in respect to personal banking transactions conducted for them by staff members?
- D. Has the mission investigated the possibility of obtaining interest on Bank account balances?

11 REVENUES

- A. Are funds deposited locally when the equivalent of \$500 is collected or at least weekly if \$500 is not reached?
- B. Are all shelter shares payable locally collected within the first five working days of the beginning of the month? If paid at HQ, do we verify that shelter shares are actually paid?
- C. Are immigration cost recovery and consular revenues accounted for in accordance with Departmental policy and are the funds adequately protected?