

DO NOT COY THE SAME SOLUTION

ACC311

ASSIGNMENT#2

SOLUTION

NAME:-----

ID:-----

- **Preparation & Approval:**

As the auditor of ZA Limited, The person who makes the cheque should not be involved in the purchasing. This me as that he didn,t have any sale or purchase activity. You should keep your unused cheques on a secure place. When you makes a cheque then you should write the amount in words on cheque and check the amount carefully. Two persons signs on the cheque book one person will not sign and before issuing the cheque you send the voucher to concern head office to take the approve.

- **Signing of Cheques:**

When the approve is accepted/come you see the approve and match this with the voucher(purchase order) and then two persons sign on the cheque and send it.

Try to send the cheque imidiately as soon as possible and don't try to keep the cheque with yourself. If you keep the cheque with you then keep the cheque on the locker and locks it.

- **Payments:**

When you make a payment then you write payees account only on it and dispatch it immediately as soon you send in favor of a person. You didn't sign the blank cheques.

- **Cheques Returned:**

When the cheque is returned then you make a log and cut it from the cash book and keep this cheque with you safely.

- **Supporting Documents:**

The supporting documents should be canceled as paid to prevent their use to support further cheque.