**FINAL ACCOUNTING PROCEDURES CHECKLIST**

**Customer name:**

**Case Flow Reference:**

**This form must be completed by the certifying officer or manager in Local Compliance.**

|  |  |
| --- | --- |
| Actions | Check the box  if yes |
| Does the amount offered and demanded agree with the form 94/Contract Settlement Form? |  |
| Have any payments on account been correctly allocated against the net offer? |  |
| Is the amount demanded correct? |  |
| Does the amount match the SAFE charges raised? |  |
| Has the form 94/Contract Settlement Form been saved and finalised in Caseflow (see CH411150 and CH411250)? |  |
| Has the letter of acceptance been signed? |  |
| Has the letter of acceptance been issued and saved/finalised in Caseflow (see CH411350)? |  |

Once all the actions have been completed, return any papers, together with a copy of this completed form to the caseworker.

**Checked by: Manager / Authorised delegate**

**Date**