



GOVERNANCE & ASSURANCE CHECKLIST SOCIAL HOUSING & NOT-FOR-PROFIT ORGANISATIONS INTERNAL AUDIT AWARENESS MONTH

Strong governance and effective assurance frameworks help organisations manage risk, improve decision-making and maintain stakeholder confidence.

Use this checklist to assess whether your organisation has the right foundations in place.

Board & Governance Oversight

- Clear governance structure with defined responsibilities
- Board members receive regular risk and assurance reporting
- Audit & Risk Committee operates effectively
- Governance policies reviewed annually
- Conflicts of interest are documented and monitored
- Decision-making processes are clearly evidenced

Risk Management

- Organisation maintains an up-to-date risk register
- Emerging risks are regularly reviewed by leadership
- Risk appetite is clearly defined and communicated
- Operational, financial and regulatory risks are monitored
- Business continuity and resilience plans are tested

Internal Controls

- Key financial controls are documented and reviewed
- Segregation of duties is in place
- Approval limits and delegated authorities are defined
- Procurement controls are monitored
- Internal control weaknesses are tracked and resolved

[menzies.co.uk](https://www.menzies.co.uk)



Fraud Prevention & Detection

- Fraud risk assessments are regularly completed
- Whistleblowing arrangements are effective and accessible
- Staff receive fraud awareness training
- Anti-fraud policies are up to date
- Data analytics or monitoring is used to identify anomalies
- Incident response procedures are clearly defined

Cyber & Data Security

- Cyber risks are reviewed at Board level
- Multi-factor authentication is implemented
- Staff receive cyber awareness training
- Data protection controls are regularly tested
- Incident response and recovery plans are documented
- Third-party supplier risks are assessed

ESG & Regulatory Compliance

- Regulatory obligations are clearly monitored
- ESG or sustainability reporting processes are established
- Policies align with sector expectations and standards
- Key compliance activities are independently reviewed
- Stakeholder reporting is transparent and timely

Internal Audit Effectiveness

- Internal Audit plan aligns with organisational risks
- Audit recommendations are monitored to completion
- Internal Audit findings are reported to leadership and the Board
- Assurance activities support strategic objectives
- Internal Audit delivers practical, value-added insight



How Did You Score?

Mostly Checked?

Your organisation is likely operating with a strong governance and assurance framework.

Some Gaps Identified?

Now may be the right time to review controls, governance arrangements and risk oversight processes.

How Menzies Can Help?

Internal Audit

Fraud Prevention & Detection

Governance Reviews

Risk Management

Cyber & Operational Resilience

ESG & Regulatory Assurance

Building trust. Strengthening resilience. Delivering confidence.

menzies.co.uk