

WHERE DO WE COMPLY WITH THE LEXCEL 6.1 REQUIREMENTS?

Changes that have changed since version 6 are underlined to assist in updating

1		Manual ref	Comments	Review Month
1.1	Document	1.2.1		
1.2	Strategic plan			
a	12 months objectives			
b	Resource plan			
c	Client groups			
d	Service delivery	1.3.2		
f	Risk evaluation of objectives	1.3.1		
g	Regular reporting on performance	n/a		
1.3	Business continuity plan	1.4		
a	Evaluation of potential risks	1.4.2		
b	Methods of dealing: reduce, avoid, transfer	1.4.3		
c	Key people	1.4.3		
d	Procedure to test annually	1.4.3		

	responsibility		Remains optional	
2.1	ent	4.1		
2.2	Evidence of financial control			
a	Annual budget			
b	Annual profit and loss/income and expenditure accounts			
c	Annual balance sheet			
d	Annual income and expenditure forecast reviewed quarterly			
e	Quarterly variance analysis income and expenditure			
f	Quarterly variance analysis of cash flow and cash flow forecast			
2.3	<u>Time recording</u>	4.9	Stated now to be an optional item, but billing depends on it	
2.4	Billing procedure	4.10		
a	Frequency and terms	TOB		
b	Credit limits	4.8		