

AUDIT CHECKLIST

Ringrose Button Chartered Accountants

Attached is a list of all the documents and information required for the preparation of your Audit Report and Financial Statements.

Please attach the checklist to the package of information forwarded or delivered to us.

Accounting Package

- ⇒ Copy of your backup file for your accounting software provided to our office (please circle which is relevant)
- | | |
|-----------------|--------------------------------------|
| Emailed Already | Attached to this information package |
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Bank Statements

- ⇒ Statements for all bank accounts, term deposits and loan accounts for the organisations year

Income

- ⇒ Receipt book/s
- ⇒ Invoices given (or Invoice Book)
- ⇒ Deposit book/s

Expenditure

- ⇒ All invoiced for expenses paid by the committee for the year
- ⇒ Cheque book/s

Minutes of Meetings

- ⇒ Original copies of the minutes from meetings held since the start of the financial year until present

GST

- ⇒ Copies of Business Activity Statements and Working papers lodged with the ATO during the year

Payroll/Wages

- ⇒ Copy of the 2014 PAYG Payment Summary Statement showing the details of Gross Wages and Tax Withheld for all employees
- ⇒ Details of all superannuation payments made in respect of these employees during the year.
- ⇒ Wages book or program detailing all wages payments made during the year

Other Information

- ⇒ Copy of any Loan Agreements
- ⇒ Copy of Insurance Policies
- ⇒ Copy of prior year Audit and Management Letter (if this is our first year conducting your audit)