

RINGROSE BUTTON CHARTERED ACCOUNTANTS

CLIENT CHECKLIST

Attached is a list of all the documents and information required for the preparation of audit for the year.

Please attach the checklist to the package of information forwarded/delivered to us and tick the appropriate boxes where the particular items have been included.

BUSINESS DETAILS REQUIRED

1. Accounting Package Information (Excel, Cash Book, Quicken, Phoenix, MYOB etc)

Disk containing transactions for year

Advisor access to your Live File (Xero, MYOB, AccountRight)

2. Bank Statements

Copy of ALL Bank Statements for the period of your club's financial year for:

- chequing accounts

- business savings accounts

- term deposit accounts

3. Income

Provide the following information:

- Receipt Book

- Copies of all manual invoices issued

- Deposit Book

4. Expenditure

Provide the following information:

- Cheque Book(s)

- All Tax Invoices

5. Employees and Wages

Please provide us with details of your employees for the year
by forwarding a copy of you PAYG Summary Statement

Please provide us with copies of your wage book or wages
Register

6. Minutes of Meetings

Please provide us with a copy of all minutes of the meetings held
during the year for the committee (including Annual General Meeting
and General Meetings)