

LIST OF RECORDS REQUIRED (SUPPLIED) FOR AUDIT

AUDIT PERIOD ____ / ____ / ____ TO ____ / ____ / ____

1. Cashbook / disk → Program _____ Version _____ Password _____
2. Receipt books - number _____
3. Cheque books - number _____
4. Deposit books - number _____
5. Vouchers / Invoices for all expenditure.
6. Minute Book
7. Petty cash book & receipts.
8. Bank Statements for all accounts including Term Deposits.
9. Financial statements - if completed.
10. List of all Members.

IF APPLICABLE

11. Copies of all Business Activity Statements / Instalment Activity Statements.
12. Wages book / records.
13. Stock on Hand.
14. Government Grants paperwork.
15. Debtors and Creditors.

CURRENT YEAR COMMITTEE MEMBERS

President: Name: _____

Address: _____

Phone: _____

Secretary: Name: _____

Address: _____

Phone: _____

Treasurer: Name: _____

Address: _____

Phone: _____