

**Audit Quote Form for
(Inc Associations)**



Name of organisation _____
Contact Person _____
Contact Address _____
Contact Telephone () _____

General

1. Briefly describe the activities of the organisation _____

2. On what date does the financial year end for the organisation? _____
3. Is the organisation incorporated? Yes / No (please circle)
4. Does the organisation have an executive committee (President, Secretary, Treasurer)?
Yes / No (please circle)

Bookkeeping

5. How are the income and expenses of the organisation recorded ? (for example: manual cashbook, Quickbooks, spreadsheet)

6. Are the income and expenses reconciled to bank statements? Yes / No (please circle)
7. Is a receipt book used and if so, how many receipts (on average) are written each year?
Yes / No (please circle) Number of receipts written _____
8. How many cheques are written during the year? Number of cheques (approx) _____
9. Do you retain invoices/receipts etc evidencing cheques written? Yes / No (please circle)
10. Is the organisation registered for GST? Yes / No (please circle)
11. Does the organisation pay wages? Yes / No (please circle)
12. Does the organisation own plant & equipment? Yes / No (please circle)
13. Does the organisation have investments other than it's bank account? Yes / No (please circle)
14. Do you require us to draw up the financial statements from your records? Yes / No (please circle)

To assist us to evaluate and therefore quote on the completion of an audit for the organisation please supply with this questionnaire a copy of the latest ***audited financial statements*** for the organisation. An evaluation will not be able to be made unless the financial statements are attached.

Thankyou for your enquiry, we will contact you shortly. Please fax this questionnaire and financial statements to us on (07) 4662 4023 or post to Queensland Audit Services PO Box 104 Dalby Q 4405.