

**NAME OF ORGANISATION:** .....

.....

**AUDIT PERIOD:** .....

Please answer the following questions and if the question does not relate to your organisation please write n/a (not applicable).

Cash Receipts/Banking Controls

1. Person who opens the mail? .....
2. Person who writes the receipts for any money received in the mail?  
.....
3. Person who writes up the banking in the deposit book?  
.....
4. Person who actually takes the money to the bank?  
.....
5. Person who process the payment into the accounting records?  
.....

Invoices

1. Do you issue invoices to customers? Y/N
2. Person who accepts customer orders? .....
3. Person who processes order into the accounting system? .....
4. Person who issues the invoice? .....
5. Is there an established end of month procedure for accounts receivable? Y/N
6. Are regular statements issued? Y/N
7. Person who authorizes credit notes? .....
8. Person who processes/issues credit notes/returns? .....

Cash Payments

1. Who are the signatories on the bank account?  
.....
2. How many signatories are required on a cheque?.....
3. Is a voucher system used for accounts to be paid? Y/N
4. Are accounts presented each director's meeting for payment ratification? Y/N
5. What is done with cancelled cheques?.....
6. Are cheques presigned? Y/N
7. If cheques are presigned, where are they kept?.....
8. Are there any payments made from cash receipts? Y/N
9. If cash payments are made, how are these accounted for?.....
10. Is there an established end of month procedure for accounts payable? Y/N
11. Are expenses recognized when accounts are received? Y/N  
If yes, person who inputs accounts payable invoices into the accounting records.  
.....
12. Person who authorizes payments/purchases? .....
13. Are order books/numbers used? Y/N

GST/BAS

1. Who prepares the BAS?.....
2. Does anyone else check calculations/classification of items being claimed/remitted?.....
3. Have all outstanding BASs been lodged and paid/refund received? Y/N

Wages/IAS

1. How are wages paid i.e. cheque/direct credit?.....
2. Who pays the wages and how often?.....
3. Who authorises the amounts to be paid?.....
4. Is a wages book/timesheets maintained? Y/N
5. Do employees sign off each pay amount in the wages book? Y/N
6. Has any superannuation been paid? Y/N
7. Has WorkCover been paid? Y/N
8. Have PAYG Payment Summaries and Annual Reconciliation been completed and sent to the ATO and employees? Y/N
9. Who authorizes leave, changes to employment conditions etc? .....

Stock

1. How often are stocktakes performed?  
.....
2. Who is involved in the counting of stock?.....
3. Where do the monetary values given to stock items come from?  
.....
4. Who has responsibility for ordering the stock?.....

Petty Cash

1. Who has access to petty cash?.....
2. Where is the cash on hand stored?.....
3. Is a petty cash book kept?.....
4. Who authorizes the reimbursements to petty cash?.....

Plant and Equipment

1. Were there any purchases or sales of plant and equipment during the year? If so, please list below.

.....  
.....  
.....  
.....  
.....

2. Are assets adequately insured? Y/N
3. Do you maintain an asset register? Y/N
4. Are there any assets subject to a lease/loan agreement? Y/N

If yes, please provide details

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.....  
.....  
.....

Completed by : \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_