LARGE PROPRIETORY COMPANY

RECORDS REQUIRED FOR COMPLETION OF AUDIT

☐ Receipt Books Number Supplied _____
Receipt Numbers _____ to _____
_____ to _____
_____ to _____
_____ to _____
_____ to _____

☐ Invoices issued (if paper copy retained)
☐ Deposit Books Number Supplied _____
☐ Bank Statements
☐ Invoices Paid/Accounts Payable invoices
☐ Cheque Books Number Supplied _____
Cheque Numbers _____ to _____
_____ to _____
_____ to _____
_____ to _____
_____ to _____
_____ to _____

☐ Computer System _____
Version _____ Password _____
Backup Supplied Y/N
☐ Cashbook
☐ Other _____
☐ List of Debtors/Accounts Receivable
☐ List of Creditors/Accounts Payable
☐ Copy of Bank Reconciliation
☐ Financial Statements
☐ List of any journal entries (journal entry book)
☐ Wages records
☐ Loan details and bank statements
☐ Depreciation Schedule or Asset Register
☐ Details of any purchases or sales of plant (incl. invoices evidencing payment)
☐ Details of Leases/Hire purchases and their documentation
☐ Company Constitution
☐ Director's Minutes
☐ Share Register
☐ Reconciliation of any shareholder/director's loans
☐ Other _____
☐ Other _____
☐ Other _____
☐ Other _____

The above list is not exhaustive, more information may be requested at the discretion of the auditor.