

## Financial Statement Audit Checklist – Do and Bring

- Bank Reconciliation Report prepared for the month ending balance date, including the writing off of any old cheques (older than 18 months).
- Bank Statements for all bank accounts for the year (and the 2 months following the balance date where available.)
- Review debtors and make sure that they are realistically collectible, if they are not, write them off to bad debts at the balance date.
- Perform a stocktake and include in your papers a working paper showing how you have valued the individual items of stock.
- Supply a fixed asset register, including any details of assets purchased/ disposed of during the year.
- Depreciation schedule
- A list of creditors which have been reviewed to ensure that all have been taken up at balance date.
- Copies of BAS lodged
- Copies of Minutes of the Committee/Board.
- Copies of any legal correspondence for the year.
- List of Members of the Committee/Board for the year ended balance date and their residential addresses (needed to lodge with the Department of Justice as part of annual compliance.)
- Details of any grants received & expended during the year or carried forward for use in future years (provide copies of the supporting documentation).
- Receipt and Cheque Books
- Bank and Loans Statements
- Financial Statements & Transactions – (MYOB, Excel, Quickbooks, Cash book etc.)
- Trial Balance Statement - balanced
- Copies of insurance policies
- Employee and Payroll Information, (PAYG Summaries, TFN Dec, Awards etc)