



*Friendly Service from  
Professionals who care*

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## **AUDITORS REQUIREMENTS – AUDITS or ACQUITTALS**

1. Cashbook or computer software disc / USB back-up
2. Receipt Books, deposit and cheque books
3. Bank statements (including Term Deposit bank statements)
4. All paid Invoices with payment authorisation vouchers
5. Petty Cash records\*
6. List of committee members during the past year
7. Membership Register
8. Wages book/ PAYG Summaries issued/ Annual PAYG Summary Statement\*
9. Stock-take at end of financial year (including purchase price of stock)
10. Meeting minutes for full year (including AGM minutes)
11. List of debtors and creditors at end of financial year, i.e.,
  - list of clients and amounts they owe you
  - list of suppliers and amounts you owe them
12. Grant paperwork\*
13. Business Activity statements lodged and payments made
14. Copy of Incorporation Certificate (first time only)\*\*
15. Copy of Constitution or Model Rules (first time only)\*\*
16. If the audit for last year was conducted by another accounting firm, please provide a copy of that audit report.

\* If applicable

\*\* As part of our audit function, we are required to confirm the correct name of the association, and that the association is conforming to its constitution.

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**Liability limited by a Scheme approved under Professional Standards Legislation.**