



GOODMAN  
CHARTERED ACCOUNTANTS

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# INCORPORATED ASSOCIATION AUDIT REQUIREMENTS CHECKLIST

To enable us to complete the audit for your year end, it would be appreciated if you would arrange to have supplied to us the information set out below. Many of these items are prepared and filed by your staff in the ordinary course of their duties.

**Note.** Only provide the following items if there has been an amendment in the period covered by the current audit, it is not necessary if the superannuation fund has provided Goodman Chartered Accountants with these documents in the prior years.

**Rules of the Association**

**Certificate of Incorporation of the Association**

**Please provide all the following items for the year/period covered by the audit:**

Manual or computerised cashbook or general ledger which has been reconciled with the association's bank account.

If not provided, please provide reasons/comments:

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Minutes of any meetings held by the association:

If not provided, please provide reasons/comments:

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Names and responsibilities of current committee members of the association.

Note: if any committee members have been appointed or resigned during the year, please show the dates of their appointment or resignation:

If not provided, please provide reasons/comments:

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BAS/IAS statements for the whole period:

If not provided, please provide reasons/comments:

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Bank Reconciliations:

If not provided, please provide reasons/comments:

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Bank Statements for the whole period:

If not provided, please provide reasons/comments:

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Subsequent bank statements i.e. for 2 months after balance date.

If not provided, please provide reasons/comments:

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PROVIDED  
YES NO

**PROVIDED**  
**YES NO**

Deposit books:  
If not provided, please provide reasons/comments:

Cheque Books:  
If not provided, please provide reasons/comments:

Receipt Books:  
If not provided, please provide reasons/comments:

EFT Transaction reports:  
If not provided, please provide reasons/comments:

Petty Cash Books:  
If not provided, please provide reasons/comments:

Details of Cash on Hand:  
If not provided, please provide reasons/comments:

Documents supporting any payments made by the association:  
If not provided, please provide reasons/comments:

Details of insurance paid by the association:  
If not provided, please provide reasons/comments:

Details of any wages paid by the association i.e. either a manual payroll report or a computer generated report.  
If not provided, please provide reasons/comments:

Details of any stock held by the association i.e. stocktake sheets.  
If not provided, please provide reasons/comments:

Details of fixed assets owned by the association i.e. fixed asset register if maintained.  
If not provided, please provide reasons/comments:

Listing of creditors.  
If not provided, please provide reasons/comments:

Listing of debtors.  
If not provided, please provide reasons/comments:

PROVIDED  
YES NO

Details of any investments owned by the association.  
If not provided, please provide reasons/comments:

 

Details of any loans undertaken by the association.  
If not provided, please provide reasons/comments:

 

Details of any grants received during the year and acquittals required  
If not provided, please provide reasons/comments:

 

  

**CONTACT US**

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