

PLUS AUDITS

ANNUAL AUDIT CHECKLIST

Name of Organisation:

Balance Date: Date of Annual General Meeting:

Contact Name: Office Held:

Address:

Telephone Number/s: Fax Number/s:

E-mail address:

PART ONE - FINANCIAL RECORDS NEEDED

YES or N/A

- | | |
|---|-------------------|
| a) Bank statements for all bank accounts, including term loans | YES or N/A |
| b) Cash books for all accounts | YES or N/A |
| c) Invoice book | YES or N/A |
| d) Cheque butts and deposit slips for audit period | YES or N/A |
| e) Receipt books for audit period | YES or N/A |
| f) Copies of invoices and/or receipts, including those for assets purchased in audit period | YES or N/A |
| g) GST calculations, returns and IRD statements | YES or N/A |
| h) Wage book/s, all PAYE records and IRD statements | YES or N/A |
| i) Notes supporting any changes in wage payments | YES or N/A |
| j) Details of grants or donations made to your organisation, including either the remittance advice notice or letter received with the monies, together with a copy of the grant application. | YES or N/A |
| k) List of any assets purchased, or sold, or now obsolete | YES or N/A |
| l) Schedule of accounts payable (money owed by you to others) | YES or N/A |
| m) Schedule of accounts receivable (money owed to you by others) | YES or N/A |
| n) List of stock in hand – if relevant to your organisation | YES or N/A |
| o) Amounts of any loans | YES or N/A |
| p) Hire purchase agreements | YES or N/A |
| q) Any legal statements or documents you may have received | YES or N/A |
| r) Any other financial information you think that your auditor needs to know. | YES or N/A |
| s) Please confirm that your cheques are all pre-stamped “not negotiable” and that your organization does not issue cash cheques | YES or N/A |

If we are the new auditors for your organisation, we will need a copy of your last year’s annual financial statements.

PART TWO - CONSTITUTIONAL RECORDS NEEDED

YES or N/A

- a) Copy of your Constitution if we are not holding a copy on our file **YES or N/A**
- b) Copy of any changes made to your Constitution since your last audit **YES or N/A**
- c) Number of financial members in your organisation **YES or N/A**
- d) Minutes of meetings including a copy of the Minutes of your last Annual General Meeting **YES or N/A**
- e) Financial and any other reports which have been presented to meetings **YES or N/A**
- f) Details of the Officers appointed, including President/Chair, Secretary, Treasurer etc **YES or N/A**
- g) Details of who has authority to sign documents and cheques on behalf of your organisation **YES or N/A**

PART THREE - FINAL CHECKLIST

- Contacted Julie Noel on (09) 438 3322 for an appointment **YES or NO**
- Checklist has been completed. **YES or NO**
- Form C11 Internal Control Checklist completed. **YES or NO**
- Attached copy of Terms of Trade which has been signed ready to bring in with the audit **YES or NO**
- Date by which audited financial report is required to be completed/...../.....
- Do we have 30 working days to complete the audit? **YES or NO**