

GOODMAN CHARTERED ACCOUNTANTS

INCORPORATED ASSOCIATION REQUIREMENTS CHECKLIST



To enable us to complete the audit for the year ended (Day Month Year).
 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 two items if there has been an amendment in the period covered by the current audit, it is not necessary if the association has provided Goodman Chartered Accountants with these documents in prior years.	PROVIDED	
	(Please circle)	
Rules of the association	Yes	No
Certificate of incorporation of the association	Yes	No

Please provide all the following items for the year/ period covered by the audit: **PROVIDED**
(Please circle)

Manual or computerised cashbook or general ledger which has been reconciled with the association's bank account. Yes No

If not provided, please provide reasons / comments:

Minutes of any meetings held by the association. Yes No

If not provided, please provide reasons / comments:

Names and responsibilities of current committee members of the association. Yes No

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:

BAS statements for the whole period. Yes No

If not provided, please provide reasons / comments:

Bank reconciliations. Yes No

If not provided, please provide reasons / comments:

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

**PROVIDED
(Please circle)**

Bank statements for the whole period.

Yes No

If not provided, please provide reasons / comments:

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

Yes No

If not provided, please provide reasons / comments:

Deposit book.

Yes No

If not provided, please provide reasons / comments:

Cheque book.

Yes No

If not provided, please provide reasons / comments:

Receipt book.

Yes No

If not provided, please provide reasons / comments:

Petty cash book.

Yes No

If not provided, please provide reasons / comments:

Details of cash on hand.

Yes No

If not provided, please provide reasons / comments:

Documents supporting any payments made by the association.

Yes No

If not provided, please provide reasons / comments:

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

**PROVIDED
(Please circle)**

Details of insurance paid by the association.

Yes No

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.

Yes No

If not provided, please provide reasons / comments:

Details of any stock held by the association i.e. stocktake sheets.

Yes No

If not provided, please provide reasons / comments:

Details of fixed assets owned by the association i.e. fixed asset register if maintained.

Yes No

If not provided, please provide reasons / comments:

Listing of creditors.

Yes No

If not provided, please provide reasons / comments:

Listing of debtors.

Yes No

If not provided, please provide reasons / comments:

Details of any investments owned by the association.

Yes No

If not provided, please provide reasons / comments:

Details of any loans undertaken by the association.

Yes No

If not provided, please provide reasons / comments:
