

Accounting Records Required for Review

Purpose:	The purpose of this page is to provide a checklist of accounting records you will need to submit in order for a review of your financial reports to be undertaken.	
Accounting Records Required		Supplied
This year's Financial Report, including notes, and a fixed asset schedule		
A trial balance and general ledger detail report that shows how the financial statements were compiled. <i>Our first preference is for these files in an excel form and sent by email. Please include any workings should the annual financial statements be an excel / word document summarised from a general ledger system.</i>		
An accountant's file. [<i>This would have reconciliations / work papers per the next 2 items below</i>]		
Supporting schedules giving the details / reconciliation of every item in the balance sheet. i.e. Debtors / stock / Creditors / Fixed Assets schedules as at BALANCE DATE. A GST reconciliation from the GST return to the amount in the balance sheet.		
Bank Statements and a Bank Reconciliation as at balance date, for all bank accounts.		
A schedule of Grant money's received in the year, by funder, along with the amount expended and any unspent portions. <i>Please also specify the authorised purpose those funds are to be expended on.</i>		
A reconciliation from a donations receipting system [Donor Database], to the donations recorded in the income statement.		
A schedule of Funding and Service Contracts [i.e. Councils / government i.e. MoE, MoH, CYFS, etc] with a copy of the page specifying the payments.		
A schedule, by employee, of the Gross annual pay for the financial year. # This should agree to the wages costs in the financial statements unless you code to a general ledger both taxable wage costs and other employment costs. i.e. a code including gross wages, employer kiwisaver, and ESCT		
A schedule with an annual total, and details of the Gross pay, for each month of the reporting year, as returned in the IR 345 Monthly Employers Schedule, and how this reconciles to the wages figure in the financial statements. When reconciling please note the # comment above.		
Rental / lease agreements for buildings / vehicles / equipment, whether lease income or a lease expenses.		
IRD GST and PAYE Statements of Accounts as at balance date.		
Minutes of the organisation's financial governance. NB <i>Please provide any details of contracts signed, or contingent liabilities arising, if these are not documented in the minutes.</i>		
Purchase and Sale of assets records		
New Loan / Mortgage / HP Documents		
Completed or updated the Accounting & Management Controls Questionnaire [called ICQ 2014 last year and sent to you as an excel file]		
Sent off to the bank a request for a Bank Confirmation if not already done. [BNZ, ANZ, & Westpac usually keep these on a standing order if done in the prior year. NB ASB & Kiwibank require a request every year] FORM IS ON PAGE 5		
Completed the Letter of Assurances to the Reviewer PAGE 6		
Signed the Agreed Terms of the Review and enclosed a copy		
Please provide details of any related party transactions. i.e. contracts / service let to trustees, or people related to trustees.		
Please put N/A for not applicable if your organisation does not maintain those accounting records. i.e. if no employees.		