

Accounting Records Required for Audit

Purpose:

The purpose of this page is to provide a checklist of accounting records you will need to submit in order for an audit of your financial reports to be undertaken.

Accounting Records Required

Supplied

1	This years' Financial Reports, including notes, and a fixed asset schedule. Please review the financial statements with your accountant to ensure that the figures appear reasonable, and the balance sheet has supporting reconciliations. If using an accountant, please provide an accountant's work paper folder. Please provide an explanation of significant income, expense, asset or liability amounts that have varied by more than 5% from last year or budget.	
2	A Trial Balance [TB] and a Detailed General Ledger [GL] Transaction REPORT by account code, as an Excel or text file, for the entire financial year. Please email this to info@integrityaudit.nz for confirmation that the data is usable in the audit process. If you can't put the data to excel then please print the TB & GL. [NB The TB & GL data should agree to the financial reports.]	
3	EXCEL CASHBOOKS / ANNUAL FINANCIAL REPORTS / WAGES [please email]	
4	List of Debtors and Creditors as at 30-Jun-15. Please include any disputed debtors or creditors, with an explanation on the nature of the dispute.	
5	Bank Statements and a Bank Reconciliation for the financial year. Please highlight the amounts, on the subsequent bank statements, per point 6, for the reconciling items subsequently presented.	
6	Copies of the bank statements for the <u>month after balance date or the date up to when the accounting records are sent to us.</u> [Please write on the bank statements the source of the income / deposits, and the payee for the cheque payments. Cross reference these to the list of debtors / creditors above [point 4] if deposit is a debtor received & creditor is a payee on the bank statement]	
7	Receipt Books and income records. [Donor letters, grant remittances showing amounts granted and the approved purpose of the funds] Please provide the information that shows how any receipt is tied into a bank deposit, and the general ledger.	
8	Funding and Service Contracts [i.e.TEC, MoE, MoH, MSD, CYFS, etc]	
9	Payment details. i.e. invoices paid [for internet payments, the batch header with the two authorisation ID's, and the list of suppliers paid making up the batch total]	
10	Rental / lease agreements for buildings / vehicles / equipment	
11	Wage books, pay calculations, and an <u>ANNUAL LEAVE REPORT.</u> We would like a GROSS wages report, from your payroll system, by employee, for the financial year.	
12	IRD records - GST and PAYE [Returns & Statements of Accounts] Provide IR 345 Monthly Employers Schedules, and GST calculation work papers	
13	A detailed fixed asset schedule with book values, depreciation methods rates, and current depreciation charge. Also, the Purchase and Sale of assets records along with the corresponding funding documents i.e. New Loan / Mortgage / HP Documents.	
15	Minute book detailing trustee / management / meetings for the year audited. We also want to see any supplementary financial information supplied to the governance such as <u>PAYMENT LISTs</u> or <u>MONTHLY FINANCIAL REPORTS</u>, minuted as adopted.	
16	Register of Conflicts of Interest – Please provide details on any related party transactions or conflicts of interest. i.e A trustee who is an employee, contractor, supplier to the trust.	
17	Please provide a summary of the annual <u>NON-FINANCIAL DATA</u> that the governance views to access the performance of the organisation. For Example, this could be contract performance data, membership statistics, service delivery hours, client visitation hours, percentage of actual hours utilization compared to full capacity hours.	

PLEASE COMPLETE THESE SO THE AUDIT PROGRESSES ON A TIMELY BASIS

18	UPDATED the 2014 ICQ [excel file with accounting control questions], with changes [HIGHLIGHTED] FOR THE 2015 YEAR, and return emailed to info@integrityaudit.nz . The password on this excel file is "A1".	
19	Completed the Letter of Assurances to the Auditor	
20	Signed the Agreed Terms of the Audit engagement and posted / emailed a copy	
21	Bank and investment confirmations for <u>all banks</u>. NB This should also include borrowings.	

Please put N/A for not applicable if your organisation does not maintain those accounting records. i.e. if no employees.

To the best of our ability we have supplied complete and correct records for audit. _____
[signed by person completing checklist]