



Accounting Services

Association Audit Checklist

(Original documents provided will be returned)

Suite 8, 10 William Street
Esperance WA 6450

admin@allangoveandco.com

08) 9071 6333

Financial Records

- Financial Statements.
- All bank statements and reconciliations up to and including the date of audit and the following month.
- All cheque butts, deposit butts, cash receipt books, and petty cash records.
- All paid accounts with supporting documentation – This should be filed either alphabetically and/or in order of payment.
- Salary and wage records, superannuation payments and PAYG summaries.
- Copies of Business Activity Statements.

Other

- Asset register.
- Insurance details.
- Members register.
- Minutes of meetings and AGM.
- Copy of organisations constitution.

Accounting Software

- Backup of accounting package used (e.g. MYOB, Reckon etc.)
- Or complete General Ledger/ Transaction Listing.
- Or online access to accounting package

Funding

- Details of new finance agreements.
- Loan Statement showing balance and movement for the year ended 30 June.
- Copy of any funding agreements
- Details of grants or donations received.

Organisation Name: _____
Contact for Audit: _____
Address: _____
Phone: _____
Email: _____