

Audit Not for Profit Checklist

We will need you to send/bring information to assist us in preparing your audit. Please check the following and bring along payment summaries, statements, accounts, receipts etc to help us prepare the return.

Internal Document

- The organisation's certificate of incorporation
- The organisation's and the sub-clubs constituents documents
- The organisation's prior year's annual reports, full financial statements (including notes) and independent audit reports (including notes) Including Auditor's letter
- Minutes of the meetings of the organisation's board of directors, management committee and any other controlling body
- The organisation's Statement of Purpose
- An organizational chart including individuals and their responsibilities
- List of members, committee members and associated individuals

Other Financial Documents

- Description of each activity conducted within the club
- Itemised breakdown of income
- Itemised breakdown of expenses
- Total number of staff (paid or voluntary)
- Did you provide Fringe Benefits or any other non-cash remuneration to any employee or Office Holders for the financial period: If so please provide:
 - Name:
 - TFN:
 - Benefit that was provided for each FBT year ending 31st March:
- What is the intended use of the Club's retained earnings?