

# Jones Accounting Pty Ltd

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## *Audit Preparation Checklist*

### General

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- Board/Committee meeting minutes for all meetings held during the year.
- List of current Board members and key management personnel.
- Copies of all current insurance policies.
- Related party register/details of conflicts of interests.
- MYOB Backup file/auditor access to live file.
- Current year and subsequent budget (if prepared).
- Details of any subsequent events or capital commitments requiring disclosure in the financial report.

### Cash and Cash Equivalents

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- Bank statements for the last month of the year (e.g. June) for all bank accounts (including card accounts and savings accounts).
- Most recent reinvestment statement for any active term deposits.
- Bank reconciliation reports for the last month of the year (e.g. June) for all bank accounts (including card accounts, term deposits and savings accounts).
- Current bank signatories as at year-end.

### Property, Plant and Equipment

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- Depreciation schedule for the year that reconciles to the general ledger.
- Copies of invoices for significant additions during the year.
- Details/supporting documentation for significant assets sold/disposed during the year.

## Receivables and Prepayments

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- Ensure receivables reconciliation summary in MYOB agrees to the general ledger and review for long outstanding items to be written off.
- Prepayments reconciliation/listing.

## Trade and Other Payables

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- Ensure payables reconciliation summary in MYOB agrees to the general ledger and review for long outstanding or erroneous items to be written off.
- Business Activity Statements for the year.
- ATO Integrated Client Account for the year.
- GST and PAYGW reconciliation between the business activity statement and the general ledger.
- Reconciliation of superannuation payable accounts as at year-end.
- Other creditors listing/reconciliation.

## Employee Benefit Provisions

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- Annual leave report that reconciles to the general ledger (including oncosts).
- Long service leave report that reconciles with the general ledger (including current/non-current split).

## Payroll

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- Employment contracts for new employees during the year.
  - Copy of the STP report for the year.
  - Resignation letters for terminated employees during the year.
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### Expenses

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- Copies of all lease agreements currently in place.
- Ensure all expenditure invoices (where practical) are attached to transactions in MYOB.

### Revenue

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- Copies of funding agreements for all significant grants (including variations).
- Reconciliation/listing of unspent grant funds as at year-end.
- Monthly Medicare reports for the year.
- Register of grants and funding sources including funding conditions and acquittal requirements (optional).
- Bank remittance advices for significant funding received.
- Copies of acquittal reports submitted to funding providers.
- Reconciliation of workers compensation received per the general ledger to the superannuation paid per the payroll activity detailed report (within a reasonable variance).