

# Auditing Solutions Ltd

## Schedule of information required for audit (where applicable)

Completed Action Plan from last year's Internal Audit Report, plus minute confirming adoption by members (copy emailed 6<sup>th</sup> March)

Certified prior year Annual Return form from external auditors, plus any additional report by them

Current year Annual Return for certification, including documentation providing a trail from the cashbook records to Section 2 of the Annual Return

Statement of Accounts (including Supporting Statement/Notes), where prepared

**Completed Governance questionnaire**, as attached, signed and sated by the Chairman (copy emailed 6<sup>th</sup> March)

Cashbooks (manual or spreadsheet format). If computerised records are maintained on Alpha or Omega, including Rialtas, where converted to updated software, a backed up copy of the year-end detail; if other systems are in use, a hard copy of the closing Trial Balance and detailed Transaction reports showing all postings to each nominal account for the year.

Original bank statements for each account covering the full financial year to include 31<sup>st</sup> March and certified photocopies (by Chairman) or original documents of Building Society/NSB bank books and any stock or share certificates covering the financial year's transactions and identification of the year-end balance.

Electronic versions of the current approved **Standing Orders and Financial Regulations**, together with indication of the date when last adopted / re-adopted.(copies emailed 6<sup>th</sup> March)

Copies of any Financial Policies and Procedures, again electronically if possible.

**Minute books** or loose-leaf minutes, whichever is in use, covering the whole financial year and to the date of submission of records for review. (electronic copies emailed 6<sup>th</sup> March)

All purchase invoices and documentation supporting expenditure, including copy payslips.

Copies of VAT returns submitted during the financial year or subsequent to the year-end covering the financial year

Risk assessment documentation and/or registers (NB: this must be reviewed and re-adopted formally during each financial year – Governance and Accountability Manual refers).

Insurance schedule for the financial year under audit (covering the financial year end).

Budget documentation used to determine precept, plus in year reports on performance, as presented to members. (included in the detailed Minutes... however, copies of the Budget Report and Financial Reports can also be forwarded if required.)

Cheque and bank paying-in books covering the financial year under audit ***if you require the current in use cheque book(s) back urgently, please advise by what date they are required.***

Documentation supporting income, including (where applicable); -

- Trade invoices raised
- Receipt books for allotments, halls, sports facilities, etc.
- Town/Village hall booking diaries
- Registers / records of allotment tenants identifying for each plot and site the tenants' names, amount payable, receipt number and date of receipt
- Cemetery registers (i.e. Burial Register) and supporting documentation relating to burials, cremations, memorials, inscriptions, etc (i.e. undertakers' and stonemasons' applications).
- Sporting facility booking records NOT APPLICABLE
- Any other records supporting income sources... grant application forms for Transparency Fund and Lengthsman Scheme

Petty cash book and vouchers, plus a certificate signed by the Chairman confirming the physical amount of petty cash held by the clerk and / or other officers at the financial year-end (i.e. 31<sup>st</sup> March), which should agree with the underlying records – ***please do not send the physical cash***

Payroll records for the year, including copy payslips, copies of the year-end HMRC and Pension Fund returns, plus Tax coding notices covering the financial year, Time records (if any) and Copies of employment contracts

Asset register

Where loans are in place (PWLB or bank, etc), please provide documentation confirming the year-end outstanding loan liability... **NOT applicable**

***NB: Where documents such as spreadsheets and minutes, etc. are held electronically, we will happily accept e-mail or disc copies of those provided a certificate is enclosed signed by the Chairman confirming them to be a true record of the Council's business (see also the covering e-mail re minutes and corporate governance issues).***