

CHECKLIST AUDIT 2024



Date: “___” ___ 2025 **Club Name:** _____

Please provide your club's financial documents in the following order.

<input type="checkbox"/>	VIEW Club Cashbook (bound copy)	For both Bound and Electronic Versions Complete all pages of VIEW Club Cashbook and reconcile Income & Expenditure Statement for the year ended 2024.
<input type="checkbox"/>	Electronic VIEW Club Cashbook (Excel file <u>only</u>)	
<input type="checkbox"/>	Bank Statements from 01 January 2024 to 31 December 2024	Include all Bank Statements covering 1 January 2024 to 31 December 2024 . Please submit your books <u>only</u> after receiving the Bank Statement with the Closing Balance as at 31 December 2024. If you don't have statements as at 31 December 2024, please attach a copy of the January 2025 statement.
<input type="checkbox"/>	All receipts and Tax Invoices	Attach all receipts and invoices related to Club payments in 2024.
<input type="checkbox"/>	Cheque books	Detach any used cheque butts from the cheque book, staple together, ready to send in. Keep the unused section of the cheque book. This enables you to continue to use your current cheque book while your Club books are being audited.
<input type="checkbox"/>	Deposit Books	Tear out the used deposit book butts for bank deposits made during the year, staple together, ready to send in. Keep the unused portion of your deposit book and continue to use as needed.
<input type="checkbox"/>	VIEW Club receipt books (yellow copies <u>only</u>)	Tear out and staple the used part of any receipt books and include in the mailing. Keep the unused part and continue to use as needed.
<input type="checkbox"/>	Petty Cash Recording Form	Attach all petty cash receipts
<input type="checkbox"/>	Any supporting documents	Attach any supporting documents related to Club finance in 2024.