

## **Audit Checklist**

### **Real Estate Trust Account**

**\*\* For each Audit (2 interims and 1 final), please provide documents for 3 months up until the period end, that we are auditing:**

- Bank statement
- Suppliers Ledgers
- Tenants Ledgers
- Owners Ledgers
- Cashbook payments / Receipts
- Commission / Agency ledger
- Bond Ledger
- End of month Reconciliation
- summary of all the balances shown in end of month Reconciliations
- Form 6 / Lease agreement – we can request samples
- Copy of Licenses

### **Not for Profit Organisation**

For paper / Spreadsheet record keeping organisation

- Cash book / Spreadsheet
- Bank Statement
- Invoices
- Receipts Book (cash collection- if any)
- Cheque Book / Deposit Book
- Minutes of meetings
- Constitution (one-off only)
- Any docs prepared to reconcile Cash or Bank

### **Electronic (Software) record keeping organisation**

- Data file or online access
- Invoices
- Cheque book/ Deposit Book
- Minutes of meetings
- Constitution (one-off only)

### **Lawyers**

- Cash book (receipt /payments)
- Trust account receipts issued to clients
- Bank reconciliations
- Trial Balance statements
- All trust ledger accounts
- Trust overdrawn report
- Trust Bank statements
- Cost Agreement – (sample can be requested)