

Documents to prepare for your financial review

- Meeting minutes (particularly those approving expenditure)
- Bank statements (for the review period)
- Payroll reports (if applicable)
- Cashbook or accounting records (e.g., spreadsheet, accounting software reports)
- Constitution (for reference on approval processes)
- Fixed assets register (if applicable)
- Inventory records (if applicable)
- Grant agreements and related documentation (if applicable)
- Supporting documents for income and expenses (e.g., invoices, receipts)
- Financial statements (e.g., income statement, balance sheet)
- Insurance certificates (for assets and workers' compensation, if applicable)
- Reconciliation reports (e.g., bank reconciliations)