

## 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)