

Financial Audit

SUBMISSION DEADLINE: 13TH SEPTEMBER 2019

Club Name / Society (Full title and acronym)	
Date Submitted	
Bank Account No	
Audit Period	1st September 2018 – 31st August 2019

CHECKLIST

Please submit the full checklist below via Zip File or Dropbox. Incomplete documentation will be returned to clubs for resubmission.

General Ledger – incoming and outgoing expenses.

Receipts (digital) for all income and expenditure (numbered and named on General Ledger).

Bank statements (From 1 Sept to 31 Aug for relevant year).

Deposit books (if applicable. Hard copy accepted.)

Receipt books (if applicable. Hard copy accepted.)

a	Start of audit period balance / Opening bank balance (1 Sept – 31 Aug)	\$
b	Yearly income (General Ledger)	\$
c	Yearly expenses (General Ledger)	\$
d	Balance at end of period / End of period bank balance (31 Aug)	\$

Regulation R190.1 (l) states: a club who fails to be audited annually may attract disciplinary action. Disciplinary action may occur due to:

- Submission of financial documents after the deadline.
- Documents submitted are incomplete
- Audit failed due to inaccurate records and book keeping
- AGM not held before 31st October

For any concerns regarding the audit request form or process please check the UQ Union website.

I declare these books are a true indication of the club's financials transactions for the audit period.

Treasurer Name: _____ Date: _____

Signature: _____

Approved by C&S Manager

Signature: _____ Date: _____