| **Title** | **Date due** | **Date received / provided** | **Responsible officer** |
| --- | --- | --- | --- |
| **AUDIT ADMINISTRATION** |  |  |  |
| Access cards to the premises for the audit team. |  |  |  |
| Adequate working space for the audit team. |  |  |  |
| Access to telephone, fax machine, ACT Government network connection and printer. |  |  |  |
| List of all key agency contacts with phone numbers and email addresses. |  |  |  |
| **AUDIT PLANNING** |  |  |  |
| Current internal audit plan, charter and reports finalised to date. |  |  |  |
| Internal audit status report providing details of completed and partially completed audits and audits that have not been commenced. |  |  |  |
| Progress on audit findings and recommendations reported by the Audit Office in previous audit management reports. |  |  |  |
| Minutes of meetings of the senior executive management group / board or equivalent. |  |  |  |
| Minutes of audit / risk management / finance committee meetings. |  |  |  |
| Budget monitoring documents (reports to finance committee etc) including reason for major variations, actual/ budget. |  |  |  |
| Current organisational chart. |  |  |  |
| Current strategic plan. |  |  |  |
| Current business plan or equivalent and any associated action plans. |  |  |  |
| Current risk management plan and associated action plans. |  |  |  |
| Current fraud control plan and associated action plans. |  |  |  |
| Current Chief Executive financial instructions including delegations. |  |  |  |
| Current corporate credit card, hospitality and asset management policies. |  |  |  |
| Current IT strategic plan and associated action plans. |  |  |  |
| **AUDIT PLANNING (CONTINUED)** |  |  |  |
| Changes to accounting systems or IT infrastructure. |  |  |  |
| Implementation/reviews of E-commerce and other developments (e.g. online approvals, procurements etc). |  |  |  |
| Details of any frauds or potential frauds under investigation and any action taken. |  |  |  |
| New developments in the agency (e.g. administrative restructures, major initiatives, new systems etc). |  |  |  |
| Advice in relation to new controlled entities. |  |  |  |
| Extra-ordinary or unusual transactions. |  |  |  |
| Inherent risks for your business units / activities. |  |  |  |
| Any changes in accounting policies in the current reporting period. |  |  |  |
| Special reviews of operations (performed by external parties or internally). |  |  |  |
| Any changes in legislation. |  |  |  |
| **FINANCIAL STATEMENT BALANCES** |  |  |  |
| **CASH** |  |  |  |
| 1. Lead schedules with comparative and budget information and detailed explanations of significant movements from budget and prior reporting period. |  |  |  |
| 2. List of bank accounts open at any time during the reporting period and list of authorised signatories. |  |  |  |
| 3. Bank confirmation request forms. |  |  |  |
| 4. Copies of monthly bank account reconciliations for the reporting period. |  |  |  |
| 5. Supporting documentation for items included in bank reconciliations as follows:   * Listing of unpresented cheques; * Outstanding deposits; and * Other reconciling items. |  |  |  |
|  |  |  |  |
| **FINANCIAL STATEMENT BALANCES (CONTINUED)** |  |  |  |
| **CASH (CONTINUED)** |  |  |  |
| 6. Confirmations of any other bank arrangements if not already covered above. |  |  |  |
| **CASH EQUIVALENTS (INVESTMENTS)** |  |  |  |
| 1. Lead schedules with comparative and budget information and detailed explanations of significant movements from the budget and prior reporting period. |  |  |  |
| 2. Listing of investment holdings at the end of the reporting period. |  |  |  |
| 3. Confirmation letters for third party confirmation of (selected) amounts. |  |  |  |
| 4. Schedule of investment activity for the reporting period showing opening balances of all investments, additions, disposals and closing balances. |  |  |  |
| 5. Reconciliation of investment listings to the general ledger at the end of the reporting period with documentation supporting any reconciling items. |  |  |  |
| **ACCOUNTS RECEIVABLE** |  |  |  |
| 1. Lead schedules with comparative and budget information and detailed explanations of significant movements from the budget and prior reporting period. |  |  |  |
| 2. Aged receivables listing for the reporting period. |  |  |  |
| 3. Reconciliation(s) of the receivables listing to the general ledger with supporting documentation for the reconciling items for major clients. |  |  |  |
| 4. Methodology and analysis of the allowance for impaired receivables, including the:   * provision balance at the end of the reporting period; * write-offs and recoveries during the reporting period; and   provisions made during the reporting period. |  |  |  |
|  |  |  |  |
| **FINANCIAL STATEMENT BALANCES (CONTINUED)** |  |  |  |
| **ACCOUNTS RECEIVABLE (CONTINUED)** |  |  |  |
| 5. Credit note transaction listing for the reporting period. |  |  |  |
| 6. Confirmation request letters for the accounts/invoices/credits selected by the Audit Office. |  |  |  |
| **PREPAYMENTS** |  |  |  |
| 1. Lead schedules with comparative and budget information and detailed explanations of significant movements from the budget and prior reporting period. |  |  |  |
| 2. Detailed listing of prepayments at the end of the reporting period. |  |  |  |
| **INVENTORIES** |  |  |  |
| 1. Lead schedules with comparative and budget information and detailed explanations of significant movements from the budget and prior reporting period. |  |  |  |
| 2. Instructions for physical inventory counts and results of the stocktake process. |  |  |  |
| 3. Reconciliation of physical inventory listing to general ledger with supporting documentation for reconciling items. |  |  |  |
| 4. Documentation supporting authorisation of inventory write-offs and reversals. |  |  |  |
| **PROPERTY, PLANT AND EQUIPMENT** |  |  |  |
| 1. Lead schedules with comparative and budget information and detailed explanations of significant movements from the budget and prior reporting period. |  |  |  |
| 2. Listing of acquisitions during the reporting period. |  |  |  |
| 3. Schedule of disposals with details of authorisation, proceeds on sale and profit or loss on sale. |  |  |  |
| 4. Analysis of accumulated depreciation accounts. |  |  |  |
| 5. Reconciliation of the depreciation charge in the current reporting period with the previous reporting period. |  |  |  |
| **FINANCIAL STATEMENT BALANCES (CONTINUED)** |  |  |  |
| **PROPERTY, PLANT AND EQUIPMENT (CONTINUED)** |  |  |  |
| 6. Summary schedule of movements in property plant and equipment for the reporting period (e.g. opening balance (+) additions (-) disposals (+/-) transfers = closing balance.) |  |  |  |
| 7. Instructions for physical stocktake and results of the stocktake process. |  |  |  |
| 8. Evidence of reassessment of asset useful lives on an annual basis in accordance with accounting standards. |  |  |  |
| 9. Evidence of the assessment for impairment on an annual basis in accordance with accounting standards. |  |  |  |
| 10. Valuation methodology for each class of assets. Copies of valuation reports used to support the valuation of property, plant and equipment. |  |  |  |
| 11. Listing of capital commitments at the end of the reporting period. |  |  |  |
| **CAPITAL WORKS IN PROGRESS** |  |  |  |
| 1. Lead schedules with comparative and budget information and detailed explanations of significant movements from the budget and prior reporting period. |  |  |  |
| 2. Listing of acquisitions during the reporting period. |  |  |  |
| 3. Schedule of disposals and/or transfers during the reporting period. |  |  |  |
| 4. Summary schedule of movements in capital works in progress for the reporting period (e.g. opening balance (+) additions (-) disposals (+/-) transfers = closing balance.) |  |  |  |
| 5. Evidence of the assessment for impairment on an annual basis in accordance with accounting standards. |  |  |  |
| 6. Valuation methodology for capital works in progress. Where applicable a copy of valuation reports used to support the valuation. |  |  |  |
| 7. Listing of capital commitments at the end of the reporting period. |  |  |  |
| **FINANCIAL STATEMENT BALANCES (CONTINUED)** |  |  |  |
| **INTANGIBLE ASSETS** |  |  |  |
| 1. Lead schedules with comparative and budget information and detailed explanations of significant movements from the budget and prior reporting period. |  |  |  |
| 2. Listing of acquisitions during the reporting period. |  |  |  |
| 3. Schedule of disposals with details of authorisation, proceeds on sale and profit or loss on sale. |  |  |  |
| 4. Analysis of accumulated amortisation accounts. |  |  |  |
| 5. Reconciliation of the amortisation charge in the current reporting period with the previous reporting period. |  |  |  |
| 6. Summary schedule of movements in property plant and equipment for the reporting period (e.g. opening balance (+) additions (-) disposals (+/-) transfers = closing balance.) |  |  |  |
| 7. Evidence of reassessment of asset useful lives on an annual basis in accordance with accounting standards. |  |  |  |
| 8. Evidence of the assessment for impairment on an annual basis in accordance with accounting standards. |  |  |  |
| 9. Valuation methodology for each class of assets. Copies of valuation reports used to support the valuation of intangible assets. |  |  |  |
| 10. Listing of commitments at the end of the reporting period. |  |  |  |
| **EXPENSES/PAYABLES** |  |  |  |
| 1. Lead schedules with comparative and budget information and detailed explanations of significant movements from the budget and prior reporting period. |  |  |  |
| 2. Listing of accounts payable at the end of the reporting period with particular attention to the following accounts:   * Reconciliation of trade creditors to the general ledger; * Accruals and other creditors; * Reconciliation of all suspense and clearing accounts with a balance other than nil; and   Reconciliation of all GST payable accounts. |  |  |  |
| **FINANCIAL STATEMENT BALANCES (CONTINUED)** |  |  |  |
| **EXPENSES/PAYABLES (CONTINUED)** |  |  |  |
| 3. Download of disbursements (manual and electronic funds transfer) made after the end of the reporting period greater than $ . |  |  |  |
| 4. Schedule of all debit balances in payables listing at the end of the reporting period. |  |  |  |
| 5. Schedule of outstanding purchase commitments at the end of the reporting period. |  |  |  |
| **EMPLOYEE EXPENSES** |  |  |  |
| 1. Reconciliation of employee costs for the current reporting period with the previous reporting period (i.e. last reporting period's expense + current year salary increases, (+/-) headcount changes, etc = this reporting period’s expense). |  |  |  |
| 2. Reconciliation of employee costs transaction listings to the general ledger. |  |  |  |
| 3. Download of employees including base rate and year to date earnings or similar electronic report. |  |  |  |
| 4. Details of employee and employer superannuation contributions for the reporting period. |  |  |  |
| 5. Schedule of salary payments made during the reporting period by employee. |  |  |  |
| **GOODS AND SERVICES TAX** |  |  |  |
| 1. Provide a copy of the business activity statement at the end of the reporting period together with calculations and documentation supporting the statements. |  |  |  |
| 2. Reconciliation of the receivable/payable in respect of the ATO with the general ledger and financial report at the end of the reporting period. |  |  |  |
| 3. Provide copies of any independent reviews of the organisation’s GST systems and procedures (including reviews performed by the ATO) since the last audit. |  |  |  |
| 4. Provide copies of any GST assessments, private rulings and correspondence issued to the client by the ATO since the last audit. |  |  |  |
| **FINANCIAL STATEMENT BALANCES (CONTINUED)** |  |  |  |
| **INTEREST-BEARING LIABILITIES** |  |  |  |
| 1. Lead schedules with comparative and budget information and detailed explanations of significant movements from the budget and prior reporting period. |  |  |  |
| 2. Confirmation letters for borrowings outstanding at the end of the reporting period. |  |  |  |
| 3. Prepare a schedule summarising borrowing activity for the reporting period (i.e. opening balance plus new borrowings less payments equal closing balance) |  |  |  |
| 4. Details of the terms and conditions for all interest-bearing liabilities. |  |  |  |
| **EMPLOYEE BENEFITS PROVISIONS** |  |  |  |
| 1. Lead schedules with comparative and budget information and detailed explanations of significant movements from the budget and prior reporting period. |  |  |  |
| 2. Details of accrual accounts and provision balances as at the end of the reporting period. |  |  |  |
| 3. Leave liability reports for annual and long service leave at the end of the reporting period. |  |  |  |
| 4. Details of the estimation of the provisions to demonstrate they are in accordance with AASB 119. |  |  |  |
| 5. Schedule of current and non-current employee benefit provisions by employee. |  |  |  |
| **EQUITY** |  |  |  |
| 1. Lead schedules with comparative and budget information and detailed explanations of significant movements from the budget and prior reporting period. |  |  |  |
| 2. Prepare a schedule summarising activity in equity/share capital and reserve accounts for the reporting period. |  |  |  |
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| **Title** | **Date due** | **Date received / provided** | **Responsible officer** |
| **FINANCIAL STATEMENTS** |  |  |  |
| Provide the following information:   * Electronic copy of trial balance as at the end of the reporting period and details of mapping dissections to financial statement line items. * Electronic trial balance with comparative information and explanations of significant movements between account balances. * Copies of all manual journal entries and access to supporting documentation for manual journals posted during the reporting period.   *(Note: All working papers should be reviewed by Senior Management and evidenced as such before being provided to Audit Office)* |  |  |  |
| **OUTPUT CLASS STATEMENTS** |  |  |  |
| 1. Income statement and balance sheet by output class and the attribution models used to prepare these statements. |  |  |  |
| **OTHER** |  |  |  |
| 1. Copies of major agreements/contracts entered into during the reporting period or subsequent to the end of the reporting period. |  |  |  |
| 2. Schedule of insurance in force and carriers/brokers. |  |  |  |
| 3. Copies of major leases entered into during the reporting period. |  |  |  |
| 4. Details of losses or special payments. |  |  |  |
| 5. Management representation letter. The wording of this letter will be provided by the Audit Office. |  |  |  |
| 6. List of any matters (and a brief description of each matter) referred to or being handled by legal advisors and their names and addresses (i.e. solicitors’ representation letter). |  |  |  |
| 7. Schedule of waivers, impairment losses, and write-offs and the related approvals and financial instruments. |  |  |  |
| **Title** | **Date due** | **Date received / provided** | **Responsible officer** |
| **OTHER (CONTINUED)** |  |  |  |
| 8. Schedule of act of grace payments and the related approvals and instruments. |  |  |  |
| 9. Schedule of assets held for sale. |  |  |  |
| **STATEMENT OF PERFORMANCE** |  |  |  |
| 1. List of key contact officers for all performance measures. |  |  |  |
| 2. Current statement of intent (where applicable) showing the performance measures to be reported. |  |  |  |
| 3. A listing of the approved definitions for all performance measures. This listing should provide details of the method of calculating each performance measures. |  |  |  |
| 4. The basis of measurement for each performance measures. |  |  |  |