## Tool 11 example: Requirements for supporting documentation

| Item | Supporting documentation | Responsibility | Due date |
| --- | --- | --- | --- |
| Cash on hand and at bank | Schedule of cash and bank balances as at year-end. |  |  |
| Confirmation certificates from cash holders stating the amount held at year-end. |  |  |
| Bank reconciliations for all bank accounts at year-end with bank statements and supporting documentation for reconciling items. |  |  |
| A schedule of all bank accounts including information on bank account numbers, branch and domicile. The schedule includes bank accounts as at year-end and accounts that were opened and/or closed during the year. |  |  |
| Confirmations from banks for all bank accounts, with explanations if there are differences between bank confirmations and the entity’s own records. |  |  |
| Schedule of foreign exchange rates at year-end where applicable. |  |  |
| Receivables | Schedules of receivables at year-end. |  |  |
| Ageing analysis of receivables and the impairment allowance. |  |  |
| Supporting documentation on impairment allowance made/reversed |  |  |
| Schedule of debt written off and recovered during the year. |  |  |
| Evidence of the basis of the impairment review. |  |  |
| Investments | Schedule of investments showing opening, additions, disposals and closing balances during the year, reconciling to ledger balances for investments. |  |  |
| Calculations and supporting documentation for any gain/loss on disposal or fair value gain/loss during the year. |  |  |
| Examples of documentation are: |  |  |
| * investment ledger |  |  |
| * policies on accounting for investments |  |  |
| * approval documentation for initial investments, rollovers and redeemed investments |  |  |
| * funds manager reports |  |  |
| * documentation to prove ownership |  |  |
| * classification and measurement of investments |  |  |
| * sale documentation and approvals |  |  |
| * independent confirmations from a third party |  |  |
| * delegation instruments for investing relevant moneys. |  |  |
| Inventory | Supporting documentation for annual stocktakes carried out including obsolete/slow moving stocks. |  |  |
| Calculation of stock values at year-end with the basis of such valuations. |  |  |
| Documentation supporting any work-in-progress stock. |  |  |
| Land, buildings and property, plant and equipment | A schedule showing opening balances, additions, disposals, transfers, depreciation, impairment loss/reversal, revaluation increments/decrements, write-offs, classified as held for sale and closing balances for all asset classes. |  |  |
| Property, plant and equipment reconciliation by each asset category from general ledger to assets register. |  |  |
| A copy of the assets register by asset category showing details such as asset numbers, location, depreciation rate, category, useful life etc. |  |  |
| Copies of stocktake procedures and stocktake report, endorsed by management. Reconciliation of stocktake report to asset register. |  |  |
| List of write-offs including approvals. |  |  |
| Policies and documentation supporting the asset recognition threshold and depreciation rates and methods. |  |  |
| Basis for reassessment of useful lives. |  |  |
| Evidence that the entity has reviewed all assets for indicators of impairment and assessed the recoverable amounts for relevant assets. |  |  |
| Copies of title deeds showing ownership, as well as rights, obligations, or mortgages on the property. |  |  |
| Most recent valuation reports, where applicable, including basis, date and name and qualifications of valuer. |  |  |
| Reconciliation of the properties listed in the valuer’s report to the entity’s property records. |  |  |
| Other assets | Schedule of the different categories of other assets. For example, prepayments. |  |  |
| Supporting details for significant account balances. |  |  |
| Intangibles | Schedule showing opening balances, additions, disposals, transfers, amortisation, impairment loss/reversal, write-offs, classified as held for sale and closing balances for the year. |  |  |
| Policies and supporting rationale on capitalisation, carrying values and amortisation of intangibles. |  |  |
| Evidence that the entity has reviewed all intangible assets for indicators of impairment and assessed the recoverable amounts for relevant intangible assets. |  |  |
| Leases (as lessee and as lessor) | Leasing details, especially new leases and leases terminated. Details of payment schedule, rent reviews, lease terms, lease incentives, make-good provisions, sub-leases, operating or finance lease. |  |  |
| Copies of lease agreements entered during the year. |  |  |
| Information on lease commitments and maturity profile. |  |  |
| Details of classification into current and non-current lease liabilities. |  |  |
| Payables | Reconciliation of supplier ledgers to trial balance and ageing schedule. |  |  |
| Supporting documentation for significant account balances: for example, current suppliers, sundry suppliers, unearned revenue and clearing accounts. |  |  |
| Policies and supporting rationale on the level of threshold and cut-off for accruing expenses. |  |  |
| Provision for employee entitlements | Reconciliations and supporting details for material items such as provisions for annual leave, long service leave, superannuation, performance pay, redundancy and accrued salary, wages and benefits. |  |  |
| Policies including formula and factors used in the calculation of entitlements. |  |  |
| Details of classification of current and non-current provisions. |  |  |
| Actuarial assessment of provision for long service leave entitlements. Information on the use of shorthand method, if applicable. |  |  |
| Information on the bond rate used for discounting the liabilities to present values and probability factors used in discounting long service leave. |  |  |
| Loans | Movement schedules showing opening balances, new borrowings, repayments and closing balances. |  |  |
| Copies of contracts and financing arrangements, including updated maturity schedule. |  |  |
| Other payables, liabilities and provisions | Schedules and supporting documentation for different categories of liabilities and provisions. For example, overdrafts, taxation payable and provision for restoration obligations. |  |  |
| Equity and reserves | A statement of changes in equity — supporting explanation for movements from prior year. |  |  |
| Appropriations | Appropriation notes with supporting documentation. |  |  |
| Appropriation reconciliations — reconciliations of the general ledger to Treasury’s appropriation system and bank statements. |  |  |
| Analysis of appropriation receivables i.e. holding account. |  |  |
| Confirmation of any amounts outstanding at balance date. |  |  |
| Supporting documentation for Appropriation Act items, any supplementary funding (new and existing items) and amounts authorised by other statutes (standing appropriations). |  |  |
| Statement of cash flows | Details of workings and supporting documentation. |  |  |
| General expense | Transactions download for the year reconciled to the general ledger and trial balance. |  |  |
| Payroll expense | Listing of payroll expenses showing gross, superannuation, tax, on-cost, leave, award and net balance. |  |  |
| Listing of new and terminated employees. |
| Reconciliations between payroll record and general ledger. |
| Grant expenses and payables | Schedule of ongoing or new grants paid/payable during the year. |  |  |
| Grant agreements for the new grants paid/payable during the year. |  |  |
| Reviews performed on grant expenses to ensure compliance with grant agreement. |  |  |
| Monthly reconciliations between grants schedule and FMIS and supporting documentation for reconciling items. |  |  |
| Supporting documentation for grant payables. |  |  |
| Schedule of commitments information in relation to grant expenses. |  |  |
| Policies and supporting rationale for the recognition, measurement and disclosure of grant expenses and payables. |  |  |
| Others | A schedule of resources provided free of charge, detailing their nature and amount or value. |  |  |
| Schedules and supporting documentation on grant and other contribution income. |  |  |
| Details of cost recovery arrangements and accounting treatment for the over and under recoveries. |  |  |
| Schedule of all contingent liabilities and assets. |  |  |
| Details of joint arrangements and their accounting treatments. |  |  |
| Details and supporting documentation for financial statement note disclosures. |  |  |
| Minutes | Minutes of executive/board and audit committee meetings held since last audit. |  |  |