



**Explanation of Audit Terms used in Question 3:**

What is 'Total Revenue'	What are 'Current Assets'
<p><i>Total revenue</i> of an incorporated association means the association's total income during its last financial year before any expenses are deducted.</p> <p>For example, if in the last financial year, an association sold:</p> <ul style="list-style-type: none"> <li>• 10 bottles of water for \$2.00 (\$20)</li> <li>• 50 new memberships at \$400 (\$20,000) and</li> <li>• 90 renewal memberships at \$300 (\$27,000)</li> </ul> <p>its total revenue would be  <math>\\$20 + \\$20,000 + \\$27,000 = \\$47,020</math>.</p>	<p><i>Current Assets</i> are all assets other than real property (e.g. real estate) or other assets that can be depreciated. They are assets that can be easily converted to cash. These assets fund the association's day-to-day operations. Typically, current assets include stock, cash, accounts receivable and short-term investments.</p> <p>If in doubt, it is best to seek professional advice in determining current assets.</p>

**Explanation of Audit Options in Question 4:**

<sup>1</sup> Accountability Sign-off	<sup>2</sup> Independent Review	<sup>3</sup> Full Audit
<p>A statement by the President or Treasurer that the books are kept in an appropriate manner – does not require audit or any external review by an accountant.</p> <p>There is <b>no cost</b> in this as it will not require involvement of a qualified accountant or auditor.</p>	<p>Independent review is not a full audit but will still involve scrutiny of the financial reports and making enquiries in relation to the accounting practices used. For the purpose of the Associations Incorporation Act (Qld) 1981, the review verifies that the association's financial records show that the association has bookkeeping processes in place to adequately record the association's income and expenditure and dealings with its assets and liabilities. It is less onerous and will be <b>less costly than a full audit</b>, but will not provide the same level of scrutiny.</p>	<p>A complete audit of accounts and financial statements in accordance with Australian Auditing Standards - undertaken by a qualified accountant or registered company auditor. This will be the <b>highest cost option</b> but also provides the highest level of independent scrutiny over the accounts.</p>

**Information Required to be Submitted for Audit/Review and Preparation of Financial Statements**

Yes	No	N/A	Information Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any Financial statements the club has prepared for reporting period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minutes of meetings held during reporting period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of membership income e.g. membership record
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Receipt book/s
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bank deposit book/s
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bank statements for all bank accounts held for reporting period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statements for all investments held for reporting period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cheque book/s
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bank reconciliation reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of accounts paid during reporting period e.g. invoices folder
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of assets held, sold and acquired during period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of changes in trading stock e.g. stocktake conducted at end of period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of debtors at end of reporting period e.g. membership fees outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of creditors at end of reporting period e.g. outstanding invoices
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of loans held or other liabilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of grants or donations received
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of any prepaid expenses at end of reporting period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records of GST collected and paid, if applicable