

Voluntary Action Orkney



Documents required to carry out independent examination

Accrued accounts

In order to carry out accounts preparation and/or independent examination of accrued accounts, please supply VAO with as much of the following supporting paperwork as possible. Electronic or hard copies are acceptable.

Cashbook

Spreadsheet or paper cashbook showing income and expenditure, split between restricted and unrestricted funds and between category of income and expenditure e.g. stationery, heat & light, membership subscriptions etc.

Assets

- Details of any assets purchased or disposed of during the period.

Bank

- Bank statements, for all bank accounts, for the financial period and for two months after the period end
- Cheque books
- Pay-in books

Cash

- Petty cash log and income and expenditure receipts
- Confirmation of closing petty cash balance at period end date (actual balance as counted at the end of the period)

Debtors (income relating to the current financial period but received in a later period)

Paperwork detailing income secured but not received during the current financial period.

This could include:

- sales invoices outstanding at period end.
- details of Gift Aid due to be reclaimed from HMRC
- details of grants awarded but not received

Creditors (expenditure relating to the current financial period but paid in a later period/is still outstanding or, grants that have been received but are for use in future periods)

This could include:

- paperwork for outstanding expenditure such as electricity, outstanding expenses etc
- details of grants (application forms, letters from funders, funding agreements) which have been paid to the organisation but are due to be spend in future periods
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Income

- Sales/income supporting paperwork including:
 - invoices issued during period
 - grant applications and award letter including terms and conditions
 - details of donations received, and any corresponding Gift Aid reclaimed

Expenditure

- Purchase invoices
- Supporting paperwork for reimbursed expenses
- List of all trustees/directors receiving reimbursed expenses during the period
- List of any transactions made to a trustee/director's family
- Payroll reports
- Copy payslips and P11 working sheets (or other suitable payroll reports)

Minutes

- Minutes of the meeting where it was agreed to approach VAO to request an independent examination
- Minutes of meetings held during the year

Please also provide any further information you think may be useful.

If you would like any assistance with setting up a cashbook or any other aspects of charity bookkeeping, please do not hesitate to contact us.

Voluntary Action Orkney (VAO)

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VAO is a company limited by guarantee registered in Scotland No 143208 and a registered Scottish Charity No SCO10691