

ACCRUED ACCOUNTS

DOCUMENTS REQUIRED TO CARRY OUT ACCOUNTS PREPARATION AND INDEPENDENT EXAMINATION

In order to carry out accounts preparation and independent examination of accrued accounts, please supply VAO with the following supporting paperwork. 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 award in the current period for future periods

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

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/directors family

Payroll reports

Copy payslips and P11 working sheets (or other suitable payroll reports)

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.