1. Bank statements or transaction history reports for 2018 and up to the date of our visit.

1. Monthly bank reconciliations.

1. The invoices for the following transactions selected from the General Ledger:

1. All receipt books, till tapes, and bank deposit slips for 2018.

1. Fortnightly SUE reports, transaction reports, timesheets, leave forms and any allowances forms for 2018. Also any documentation relating to errors that have occurred during the 2018 year.

1. The Banking Staffing Report for 201922 & 201926

1. The signed payroll certification for 2018. A blank one is attached in this email.

1. Official signed minutes for all Board of Trustee meetings for 2018 and any in 2019. All associated reports should be included, including Principal’s, Treasurer’s, and subcommittee reports.

1. Minutes for all in committee meetings held during 2018 and up to the date of the audit visit.

1. The Analysis of Variance for 2018.

1. Invoices relating to asset purchase as below

1. Capital work invoices as below

1. Next Years Budget (2019)

* The format of the budget on Xero is different from PY, should I use that or there is another version?

1. Board of Trustees Listing

1. Key Management Personnel Listing

1. FTE Disclosure

1. Operational Grant Instalment Notice October 2018

1. SAAR Report

1. Cyclical Maintenance Calculation

1. GST Report

1. Kiwisport

1. Trial balance from the old system prior to migration to Xero

1. Term Deposit Certificate

1. New lease agreement in 2018