

Just Audit Ltd

List of records required in advance of the audit

1. Draft typed statutory accounts compliant as far as possible with relevant legislation
2. Abbreviated typed accounts compliant as far as possible with relevant legislation (although if you prefer this can be given once the audit has been completed).
3. Working papers file, together with lead schedules and other backing documents to support all balance sheet figures, and relevant profit and loss account figures as considered necessary.
4. Typically the information may include the following:
 - a. Fixed assets
 - i. Lead schedule
 - ii. Fixed asset register if available
 - iii. Calculations for the depreciation charge
 - iv. List of additions and disposals and either invoice reference or copy invoices
 - v. Repairs analysis
 - b. Debtors
 - i. Lead schedule
 - ii. List of aged debtors at the year end (which agrees to the trial balance)
 - iii. List of other debtors and prepayments (including comparatives)
 - iv. Calculations behind prepayments as required and any supporting documents as considered necessary
 - c. Stock
 - i. Lead schedule
 - ii. Stock records and calculations which agree to the stock figure
 - iii. Work in progress calculations
 - d. Bank
 - i. Lead schedule
 - ii. Bank reconciliation(s)
 - e. Creditors
 - i. Lead schedule
 - ii. List of aged creditors at the year end (which agrees to the trial balance)
 - iii. List of other creditors and accruals (including comparatives)
 - iv. Calculations behind accruals as required and any supporting documents as considered necessary
 - v. Loan/ HP calculations
 - vi. Copies of new agreements taken out in the year
 - vii. Copies of any existing loan/rental agreements
 - viii. Supplier statement reconciliation if performed (please ensure that clients keep all year end statements received)

- f. Payroll
 - i. Lead schedule showing payroll costs in the current and preceding year
 - ii. Reconciliation of payroll charge per the accounts to the payroll records
 - iii. Reconciliation of the outstanding payroll creditors to the payroll records and after date payments
 - iv. Average staff numbers (current and previous year)
 - v. Schedule of directors remuneration as disclosed in the accounts (including benefits in kind) and reconciliation to payroll records
- g. VAT
 - i. Reconciliation of VAT debtor/creditor per the accounts to the latest VAT return and after date payments / receipts
 - ii. Reconciliation of sales per the VAT returns to that disclosed in the accounts
- h. Other
 - i. Analysis of expenses such as legal and professional, sundry, miscellaneous etc
 - ii. Trial balance*
 - iii. Nominal ledger*
 - iv. List of journals
 - v. Copies of meeting minutes
 - vi. Corporation tax computation
 - vii. Deferred tax computation
 - viii. Minutes of any company meetings in the year
 - ix. Copy of the Annual Return and other documents filed at Companies House in the year, to agree to the disclosures within the accounts

* ideally in electronic format

Once the information has been passed to Just Audit Limited, please ensure that no adjustments are made to the accounts (either at the accountants or clients) until completion of the audit. Any amendments required should be communicated to us and they will be included in the post audit adjustments. This increases efficiency and prevents potential errors and misunderstandings

Auditor in previous year

If we could borrow the current audit file and permanent file it will help us to gain an understanding of the client and their systems and demonstrate to the client that we are working together to provide as seamless a service as possible.