

Audit Requirement Checklist

Document	Society Committee/ Society Manager /Accountant	Auditor Receiver Signature
Trial Balance for Current Year	☐ Scan Copy ☐ Original ☐ Xerox	
Financials for Current Year	☐ Scan Copy ☐ Original ☐ Xerox	
GL Dump for all Ledgers	☐ Scan Copy ☐ Original ☐ Xerox	
Society Registration Certificate	☐ Scan Copy ☐ Original ☐ Xerox	
Copy of By-laws	☐ Scan Copy ☐ Original ☐ Xerox	
Conveyance Deed	☐ Scan Copy ☐ Original ☐ Xerox	
Building Construction Certificate	☐ Scan Copy ☐ Original ☐ Xerox	
Fixed Assets Register	☐ Scan Copy ☐ Original ☐ Xerox	
Bank Statement for Current Year	☐ Scan Copy ☐ Original ☐ Xerox	
Minutes of the Last AGM	☐ Scan Copy ☐ Original ☐ Xerox	
Minutes of Committee meeting	☐ Scan Copy ☐ Original ☐ Xerox	
TDS/GST Working/Challan/Returns	☐ Scan Copy ☐ Original ☐ Xerox	
Occupancy Certificate	☐ Scan Copy ☐ Original ☐ Xerox	
Form J - List of Members	☐ Scan Copy ☐ Original ☐ Xerox	
Form I - Register of Members	☐ Scan Copy ☐ Original ☐ Xerox	
Share Register / Share Ledger	☐ Scan Copy ☐ Original ☐ Xerox	
Transfer Register	☐ Scan Copy ☐ Original ☐ Xerox	
Nomination Register	☐ Scan Copy ☐ Original ☐ Xerox	

I Mr/Mrs.....hereby confirm that, I have collected above documents for Audit of FY.....

Signature

Date :

Place:

Witness Name:

Witness Signature: