

Business, Professional, Specialty Audit Documentation Guide

Following is an outline of the main documents required by your auditor to complete your upcoming CAB audit. The auditor may call upon the publisher to furnish additional information should they deem it necessary during the course of the audit.

WHAT TO SUPPLY FOR YOUR AUDIT

Distribution Details/Distribution Report

A distribution report for each issue published in the audit period. Each report should contain the following information, where applicable:

1. The title of the publication
2. The issue date
3. The quantity printed
4. The quantity mailed by post office or mailing house
5. The quantity returned from the post office or mailing house mail out
6. The quantity mailed by postage stamps or franking machine
7. The quantity mailed or delivered against written orders for redistribution to individuals or organisations
8. The quantity mailed or delivered against written orders for distribution free of charge to the public
9. The quantity sold to newsagents or wholesalers
10. The quantity returned from sales to newsagent or wholesalers
11. The quantity sold direct to the public
12. The quantity distributed in bulk other than items 6 and 7.
13. The quantity delivered individually to households
14. The quantity delivered individually to commercial premises
15. The quantity sent to advertisers to vouch for their adds
16. The quantity kept on hand
17. A geographical analysis of your distribution by state, Papua New Guinea, New Zealand and Other Countries

Printing Details

Copies of printing invoices for each issue published in the audit period. Each invoice should contain the following information:

- The title of the publication
- The issue date
- The final quantity printed including run ons or run offs.

Where a printing invoice is not available please provide a copy of the purchase order requesting the print run of the missing invoice. In the event that publishers print their own publication, please provide production or shift reports for each print run. Publishers may also be asked to provide proof that some or all invoices have been paid or are in the process of being paid eg. Bank statements showing the cheque raised to pay the invoice has been cleared.

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Postage Records

1. Copies of postage invoices from the post office or mailing house for each issue published in the audit period. Each invoice should contain the following information:
 - The title of the publication
 - The issue date
 - The quantity mailed.
2. The auditor may require a copy of the mailing database. If so the database should include:
 - Contact details of each subscriber
 - Quantity sent to each subscriber

Publishers may also be asked to provide proof that some or all invoices have been paid or are in the process of being paid eg. Bank statements showing the cheque raised to pay the invoice has been cleared.

Bulk Deliveries

Details of each bulk delivery made during the audit period set out by issues published in the audit period. This should include:

- Copies of written orders for bulk quantities of your publication
- The name and contact details of each location a bulk quantity was despatched to
- The quantity delivered
- Copies of receipts signed by responsible people at the bulk delivery location.
- The quantity returned to the publisher
- Copies of delivery/dispatch invoices for each issue published in the audit period. Each invoice should contain the following information:
 - o The title of the publication
 - o The issue date
 - o The date the issue was delivered
 - o The quantity delivered

Publishers may also be asked to provide proof that some or all invoices have been paid or are in the process of being paid eg. Bank statements showing the cheque raised to pay the invoice has been cleared.

Sales Details

1. Final distribution and sales reports for Newsagency, supermarket and other outlets used to sell your publication for each issue published in the audit period. Each report should contain the following:
 - The title of the publication
 - The issue date
 - The wholesale rate the publication is sold to the outlet at
 - The quantity supplied
 - The quantity returned
 - The quantity sold
 - The final \$ amount remitted.
2. Details of direct or cash sales for each issue published in the audit period set out by the various prices the sales are made. Publishers may also be asked to provide proof that the net sales revenue for some or all issues have been received and banked. Eg Bank statements showing the amount received and the date banked.

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Individually Delivered

1. Copies of household and/or commercial premises delivery invoices for each issue published in the audit period. Each invoice should contain the following information:
 - The title of the publication
 - The issue date
 - The date the issue was delivered
 - The quantity delivered.
2. Details of the quantity delivered by professional contractors and/or the publisher's staff.

Publishers may also be asked to provide proof that some or all invoices have been paid or are in the process of being paid eg. Bank statements showing the cheque raised to pay the invoice has been cleared.

Please contact the CAB on 02 9954 9800 should you require any further assistance.