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| **Item number**  | **Description** | **Frequency** | **Month**  | **Notes** |
| 1 | Financial Report | Each meeting |  |  |
| 2 | Annual Financial Statements | Annually  |  |  |
| 3 | Audit Reports – Financial, NDIS etc | As provided  | TBA | Any audit reports from external providers  |
| 4 | Risk Register | Six monthly |  |  |
| 5 | Policies – Financial and risk* Financial (investments etc)
* Risk Management (policy and framework)
* OHS Management System
 | Minimum of one Policy/Procedure each meeting |  |  |
| 6 | Internal Controls –* Delegations
* Payroll
* Accounts payable
* Information Technology
* Investments
* Corporate records
* Recruitment and selection
* Asset Management
 | One control area each meeting. |  |  |
| 7 | Insurance Renewals  | Annually | May/June |  |