|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |