

DOCUMENTS/ INFORMATION REQUIRED FOR MCST AUDIT

1. Send out bank confirmation letter to all the bank accounts the MCST is banking with, at least 1 week before the YE date, & fax a copy to us @ 65336831. Soft copy of Bank Authorisation Letter can be downloaded from our web site at <http://www.tanchan-cpa.com/download.htm> (under: For MCST, Bank Authorisation Letter)
2. Finalized Accounts, Late payment interest charge journals, Ledgers together with full schedules to B/S and P/L items, Documents/Legal Letter/ Insurance Policies/Contracts relevant to transactions must be made available at one location upon audit
3. List of Contract Services include Vendor' s Name, Value, Period of Service etc
4. After year end – make available bank receipts/payment records and bank statement to verify the last year end cut off transactions
5. Monthly or periodically Management Account Report file
6. Council Minutes of Meeting
7. Strata Title Roll or Letter from Commissioner approving the rate of MF & SF upon constituted (if 1st year constituted / 1st time audited by us)
8. Staffs available to pull out /extract information and explain on query during the audit

Notice of completion of accounts ready for the audit can be downloaded from our web site at <http://www.tanchan-cpa.com/download.htm> (under: For MCST, Notice of Audit Service). Please send to us by fax: 65336831 or email to Eileen at: info@tanchan-cpa.com

Useful persons of contact are provided below for your convenience.

Partner: Tan Chin Ren (ext 129)

Customer Service Division: Eileen Ong (Ext 103) Joy (Ext 101)