

REQUIRED DOCUMENTS FOR AUDIT OF FINANCIAL STATEMENTS

It is necessary to prepare and provide to us the following documents for audit of financial statements:

- The annual financial statement (set)
- Tax balance (tax on profit return)
- Trial balance from the start and end balances on 31.12 of the year that is subject of audit
- A copy of Commercial Court on extension of the registration of the company, the decision on registration Tax Identification Number and VAT
- List of employees who are entitled to sign the paying list - Signature card
- The inventory elaborate on 31.12. of the year that is a subject of audit
- Possible agreements on loans and major contracts with suppliers and customers
- Specifications of customers and suppliers
- Extract of bank account on 31.12. year that is a subject of audit and initial extracts of bank account in next year
- Log cashier at 31.12. of the year that is a subject of audit
- Documentation related to wages („OPD 3“ and summaries of personal income)
- Any changes in legal and other relevant registers which have been made during the year that was audited and until the date of the audit
- Internal documents (rules on accounting, rules on wages, etc.).
- Article of association
- Minutes from the session of the Shareholders' Meeting, the Board of Directors or other governing bodies
- An overview of relevant court litigation in which the company appears as a defendant or the prosecutor (the basis and the amount in dispute and the changes occurring in the year that is subject of audit)
- Possible reports on control of the competent state authorities during the year that was audited and until the date of audit (Tax Administration, Directorate for the prevention of money laundering, etc.)
- Review of submitted, agreed and mismatched receivables and liabilities with clients on 31.12. of the year that is a subject of audit
- Copy of audit report from previous year
- Other documentation which you think that might be useful in the process of auditing

Some documentation can be submitted in electronic form, if you estimate it easier.

In accordance with our practice, all other documentation and information that we will need in implementation of audit procedures, will be requested during the audit.

Expert team of „VM KOD“ Ltd. Podgorica