
List of Documentation Required for Due Diligence/EOI/Application

- 3 Years of audited financial statements
- YTD Management accounts
- Certificate of Currency (certificate of insurance)
- Service Approval Certificate (including waivers)
- Approved Provider Certificate
- Kindergarten Program Provider Certificate
- NQF Report
- Association/Legal Entitle Constitution
- Compliance Correspondence (including notices and cautions) from regulatory authorities – last 3 years (if applicable)
- Details of any HR Grievances
- Asbestos Management Plan
- Accountant & Auditor Introduction and authorization for C&K to discuss association matters
- Confidentiality deed as required
- Copy of current lease or details of property ownership (title)
- Current Bank Statements
- Current Fixed Asset Register
- Building Condition Report
- Current Rates Notice
- Current Utilities Invoices (phone, electricity, internet, water, refuse, insurance)
- Current year Budget (and following year if prepared)
- Detail of works underway to address items identified in building condition report
- Details of historical and planned building works and upgrades
- Details of Insurance claims history over past 3 years
- Current EBA
- Staff Contracts and Staff Qualifications
- Current Staff Pay Rates and leave Entitlement Balances
- Payroll Reports – 2 most recent
- Current Staff Roster
- Staff Time Sheets and Pay Slips – for June and July of the last three years. Only pay periods that fall within these two months are required.
- Details of current vacancies or pending leave or retirements
- Details of grants received over past 3 years
- Details of current contracts (gardener, cleaner, printer, security, other)
- Fee Details for past 3 years (and details of approved fee changes)
- Insurance Certificate of Currency – WorkCover
- System used for fee payments
- Utilisation reports for past 3 years
- Waitlist reports