

# Audit Preparation Checklist

Knowing what auditors look for is difficult if you're new to the process. That's why we've put together this checklist to reference, so you can feel ready to get started.

## Financial Documentation

- Financial statements
- General ledger with all transactions documented (covering fiscal year)
- Revenue and sales data
- Expense approvals
- Accrual accounts
- Trial balance
- Reconciliation and schedules supporting asset liability and equity accounts
- Bank notes, security agreements, and/or lease agreements
- Access to paid bills and checks
- Year-end payroll tax reports (Including W-2, W-3, and 1099s issued)

## Internal Control Documentation

- Org charts
- Personnel manual
- Articles of incorporation or org bylaws
- Personnel manual
- Details showing the flow of transactions through your company
- Minutes of meetings with the board of directors

## Other Relevant Information

- Major contracts with suppliers and/or customers
- Investment activities summary
- Schedule or upcoming fiscal year's prepaid expenses
- Details of repairs and maintenance accounts
- Info on deposits that are in transit

## Notes

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