

The Nonprofit Audit Guide

Getting Ready for the Audit Checklist

1. Assemble in one location:

- ☐ Journals that detail the organization's business transactions and affected accounts
- ☐ Ledgers for the fiscal year being audited
- ☐ Bank statements and canceled checks
- ☐ Payroll records and tax returns showing withholding for employees
- ☐ IRS Form 1099s for independent contractors and consultants
- ☐ Tax returns (990, 990-T)
- ☐ Invoice and paid bills (receipts)
- ☐ Receipts for credit card transactions

2. Have organized and readily available all:

- ☐ Corporation or organizational documents
- ☐ Policies related to financial management and controls
- ☐ Tax exemption letters
- ☐ Board or committee meeting minutes
- ☐ Grant proposals, commitment letters and contracts with funding sources
- ☐ Final reports submitted to funders
- ☐ Contracts with vendors
- ☐ Leases
- ☐ Equipment maintenance agreements
- ☐ Insurance policies (office contents, professional liability, etc.)

3. Reconcile all bank accounts

4. Prepare:

- ☐ Trial Balance (a report at the end of the accounting period that ensures debts equal credits)
- ☐ Accounts receivable schedule
- ☐ Accounts payable schedule
- ☐ Depreciation schedules
- ☐ Expense account analyses requested by your auditor
- ☐ Schedules of prepaid expenses for upcoming fiscal year
- ☐ List of fixed asset additions and dispositions
- ☐ Investment activities

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