

# FINANCIAL AUDIT PREPARATION CHECKLIST



|              |  |         |  |
|--------------|--|---------|--|
| REQUESTED BY |  | AUDITOR |  |
|--------------|--|---------|--|

| REVIEWED                 | ATTACHED                 | INFORMATION   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | General ledger  |
| <input type="checkbox"/> | <input type="checkbox"/> | Year-end trial balance and financial statements broken down by net asset class  |
| <input type="checkbox"/> | <input type="checkbox"/> | Schedule of Federal Awards showing federal awarding agency, pass through agency, grant number, program name, CFDA number, award amount, current year expenses, and prior year expenses. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant agreements for those grants expired or expiring.  |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Board of Directors for the fiscal year.   |
| <input type="checkbox"/> | <input type="checkbox"/> | List of members of the Audit Committee, if applicable, or oversight board for the audit.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Minutes of meetings of the Board of Directors and Committees, including summary of any board actions that affect the designated and undesignated fund balances.                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Personnel manual.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Accounting Policies and Procedures manual.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Lease agreements.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Year-end payroll tax reports, Forms W-2, W-3, and 1099's issued during the calendar year  |
| <input type="checkbox"/> | <input type="checkbox"/> | Outside payroll service report for the fiscal or calendar year end  |
| <input type="checkbox"/> | <input type="checkbox"/> | Fiscal year budget.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed list of donations of goods and services, including the number of hours on donated services.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Detail of legal fees paid, with the name and address of all attorneys used throughout the year.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Detail of repairs and maintenance account   |
| <input type="checkbox"/> | <input type="checkbox"/> | All paid bills, bank statements and grant reports for the year.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Year-end bank reconciliation and bank statements  |
| <input type="checkbox"/> | <input type="checkbox"/> | Bank reconciliation should have a complete list of outstanding checks with check number, date, and amount.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Detail of deposits in transit should also be listed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Year-end investment summary showing year-to-date transactions and balance of investments held at year-end at fair market value (FMV) and original cost (FMV at date of donation).       |
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation of donations of marketable securities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | List of unconditional promises to give and underlying documentation.  |
| <input type="checkbox"/> | <input type="checkbox"/> | List of grant funds received and receivable, including grant award numbers and funding sources. Extended physical inventory of items held for resale.                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fixed asset and depreciation schedule, including copies of any documentation relating to donated fixed assets.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Reconciliation to support any other asset accounts.   |

