

FINANCIAL AUDIT PREPARATION CHECKLIST



When preparing for a financial audit, it is crucial to gather all relevant documents, such as the following:

- Budgets and financial statements
- Associated revenue entries
- Cost of sales entries
- Company's general ledger
- Transactions documentation, such as bank statements and reconciliations with account balances
- Trial balance
- Pending payments
- Receivables and payables
- Bylaws and minutes of meetings
- Expense approvals
- Accrual accounts
- Bank notes
- Invoices and receipts
- Detailed aging reports
- Contracts and agreements such as security and lease
- Tax documents and filings
- Payroll expenses
- Fixed Assets and inventory records