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 contactors 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