

# **Preliminary List of Items Needed for Audit**

**Current Year Items Needed (Your auditors will provide you either blank forms or form letters to complete the first four items on this list below)**

- Complete and return to us (auditor) for mailing the enclosed bank account confirmations for all bank accounts
- Complete and return to us for mailing the enclosed note payable confirmations for all notes payable with financial institutions
- Complete and return to us for mailing the investment account confirmations.
- Complete and submit to your prior auditor the letter authorizing our firm to review prior year audit work papers
- Please provide a detail of pledges and accounts receivable, so that we may select balances to confirm
- Please provide a list of contributions, including contributor's name and address, for all contributions over \$5,000, so that we may select contributions to confirm
- Names and addresses of all attorneys consulted during the year, so that we may send a legal representation letter

**Current Year Item Needed Two Weeks Before Field Work**

- Trial balance for the year ended \_\_\_\_\_, in Excel format

**Permanent File Items**

- Copy of Articles of Incorporation
- Copy of By-Laws
- Copy of IRS determination letter
- Copy of application for exemption (1023)
- Copies of all notes payable and related amortization schedules
- Copy of any long-term leases
- Copy of personnel policies
- Narrative of the organization's accounting processing procedures

## Current Year Audit Items

- Copy of minutes from any Board of Director meetings held from \_\_\_\_\_, to the present date
- List of names, titles, and any compensation for members of the Board of Directors for the year ended \_\_\_\_\_, and for any officers for the same period
- Copy of budgets for the years ended \_\_\_\_\_, and \_\_\_\_\_
- List of any related party transactions
- Copy of detail general ledger for the year ended \_\_\_\_\_
- List of journal entries made during the year ended \_\_\_\_\_
- Copies of bank reconciliations and related bank statements at \_\_\_\_\_, for all bank accounts
- Analysis of activity in investment accounts for the year, including a copies of the \_\_\_\_\_, statements for all investment accounts
- Aging of accounts and pledges receivable at \_\_\_\_\_
- Schedule detailing payment dates for any long-term pledges (and copies of the pledge agreement) or accounts receivable
- Analysis of prepaid expense at \_\_\_\_\_, including supporting documentation for account balances
- Copy of the depreciation schedule for the year ended \_\_\_\_\_, including supporting documentation for any additions or deletions during the year
- Analysis of accrued liabilities, including accrued vacation, at \_\_\_\_\_
- Analysis of any long-term debt for the year ended \_\_\_\_\_
- Detail of restricted net assets at \_\_\_\_\_
- Have available supporting documentation for all contributions over \$5,000
- Basis for valuing volunteer services and materials
- Reconciliation of payroll expense on the general ledger to the respective Form 941s
- List of cash receipts for all accounts from \_\_\_\_\_, to present date
- List of cash disbursements for all accounts from \_\_\_\_\_, to present date