

## BASIC AUDIT REQUIREMENT CHECKLIST

**(Note: This list is not all inclusive and might not apply to every organization and is dependent on type of organization being audited, organization activities and auditors' professional judgement.)**

- \_\_\_ 1a. If using QuickBooks or QuickBooks Online, backup copy of QB access to QBOL.
- \_\_\_ 1b. If not using QB or QBOL then copy of the following exported to Excel for the year under audit:
  - Trial Balance      → General Ledger (G/L)      → Check register for audit year
  - Check register for six-month period after audit
  - List of deposits for audit year      → List of deposits for six-month period after audit
- \_\_\_ 2. Copies of two different months auditor-selected bank statements, bank reconciliations & loan statements (line of credit, credit cards, etc.) for all accounts
- \_\_\_ 3. Copy of all changed corporate documents during the year (Organization chart, By-laws, etc.)
- \_\_\_ 4. Minutes of all Board of Directors or Exec. Committee meetings for audit year and subsequent period up to commencement of audit
- \_\_\_ 5. Property and Equipment detail (i.e. purchases and sales if not detailed in G/L)
- \_\_\_ 6. Contributions receivables detail (i.e. name, address, amount & restriction if not detailed in G/L)
- \_\_\_ 7. Accounts payable detail by vendor at year end (if not detailed in G/L)
- \_\_\_ 8. Details of Other Liabilities at year end (if not detailed in G/L)
- \_\_\_ 9. Copy of all new contracts, agreements or grants entered into during the year and copies of all financial schedules or reports regarding those grants submitted to grantors
- \_\_\_ 10. Quarterly payroll reports for audit year and first payroll report in subsequent year. Also copies of W-2s & 1099s for audit year
- \_\_\_ 11. Schedule showing allocation of expenses (e.g. salary & related expenses, etc.) between program and management and general for the year (if not already detailed in G/L)
- \_\_\_ 12. List of any Accrued Vacation pay at year end
- \_\_\_ 13. List of any non-cash contributions received during the year (if applicable and not detailed in G/L). Provide donors name, description of donated items and estimate of fair value.
- \_\_\_ 14. List of any contributions in-kind received during the year (prof'l services, rent, property, etc.) Provide donors name, description of donated items and estimate of fair value.
- \_\_\_ 15. Description of all new programs, grants, events or changes to existing ones during the year
- \_\_\_ 16. Copies of Insurance Policies in effect at year end (declaration page only showing type of coverage, period covered & premiums)
- \_\_\_ 17. Details of contributions restricted at year end (provide donor or gov't agency name, amount and type of restriction such as time, specific purpose or endowment)
- \_\_\_ 18. Description regarding any related party transactions
- \_\_\_ 19. Information on any existing or pending lawsuits
- \_\_\_ 20. Name, address and title (if applicable) of all current Board members at year end
- \_\_\_ 21. Total number of actual or estimated volunteers during the year (if applicable)
- \_\_\_ 22. Amounts of bonuses and benefits paid (if any) to Executive Director/Officers during the year
- \_\_\_ 23. All other applicable schedules, reports or documents related to this audit
- \_\_\_ 24. Original invoices to be examined (list to be provided in the future)