

Annual Audit Preparation Checklist

Date: _____

To: [Nonprofit Organization Name]

From: [Your Name/Title]

Checklist Items:

- Financial statements (income statement, balance sheet, cash flow statement) prepared and reviewed
- Bank statements for the audit period reconciled
- Documentation for all significant transactions readily available
- List of assets and liabilities updated
- Payroll records and employee information organized
- Grants and contributions documentation compiled
- Board meeting minutes from the audit period accessible
- Policies and procedures manual updated and current
- All contracts and agreements signed and filed
- Year-end donations and pledges documented

Additional Notes:

Prepared by:

Name: _____

Title: _____

Signature: _____