

External Audit Preparation Checklist

Date: _____

To: [Audit Firm Name]

From: [Your Company Name]

Subject: External Audit Preparation Checklist

Checklist Items

1. **Financial Statements:** Ensure all financial statements are prepared and reconciled.
2. **Supporting Documentation:** Gather all supporting documents related to revenues, expenses, and assets.
3. **Internal Controls:** Review and document internal controls and their effectiveness.
4. **Pre-Audit Meeting:** Schedule a pre-audit meeting with the audit team.
5. **Regulatory Compliance:** Ensure compliance documents are up to date and accessible.
6. **Legal Documents:** Assemble all relevant legal documents (contracts, agreements).
7. **Inventory Records:** Verify that inventory records are accurate and up to date.
8. **Policy Manuals:** Update and provide access to policy and procedure manuals.

Signatures

[Your Name]
[Your Position]

[Audit Team Contact Name]
[Audit Firm]