

# Internal Audit Preparation Checklist

Date: \_\_\_\_\_

To: [Department/Team Name]

From: [Your Name / Title]

Subject: Internal Audit Preparation Checklist

## Checklist Items

1. Review previous audit findings and recommendations.
2. Ensure all financial records are up to date.
3. Gather and organize supporting documentation.
4. Confirm compliance with internal policies and external regulations.
5. Identify and assess risks related to operations.
6. Prepare responses or explanations for potential issues.
7. Schedule meetings with key personnel for audit discussions.

## Additional Notes:

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## Signatures:

\_\_\_\_\_ *[Your Name]*

\_\_\_\_\_ *[Department Head]*