

Pre-Audit Preparation Checklist

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Pre-Audit Preparation Checklist for Upcoming Audit

Dear [Recipient Name],

As we prepare for the upcoming audit, please find below a checklist to ensure all necessary documents and information are in order:

1. Financial Documents

- Latest accounting statements
- Bank statements for the past 12 months
- Budget reports for the current year

2. Compliance and Regulatory Documents

- Accreditation certificates
- Licenses and permits
- Curriculum and program review documentation

3. Personnel Records

- Faculty and staff contracts
- Employee handbooks
- Professional development records

4. Student Records

- Enrollment data
- Academic performance reports
- Grievance and complaints documentation

5. Facilities and Resources

- Inventory of teaching materials and resources
- Facility maintenance records
- Safety inspection reports

Please review this checklist and ensure that all items listed are prepared and available prior to the audit. Should you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]