

# Pre-Audit Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

## Attendees:

- [Name, Title]
- [Name, Title]
- [Name, Title]

## Agenda Items:

1. Welcome and Introductions
2. Overview of Audit Objectives
3. Discussion of Financial Policies and Procedures
4. Review of Key Financial Statements
5. Open Questions and Clarifications
6. Next Steps and Timeline
7. Closing Remarks

## Goals of the Meeting:

To align on the audit process, clarify expectations, and ensure all necessary documentation is prepared.

## Contact Information:

For questions, please contact:

[Your Name] - [Your Email] - [Your Phone Number]