

# Audit Expectation Advice

Date: [Insert Date]

To: [Financial Department Manager]

From: [Your Name]

Subject: Audit Expectation Guidelines

Dear [Financial Department Manager],

As we prepare for the upcoming audit, I would like to outline some key expectations to ensure a smooth and efficient process.

- **Documentation:** Ensure all financial records are up-to-date and accessible.
- **Reconciliations:** Complete all necessary account reconciliations before the audit begins.
- **Communication:** Maintain open lines of communication with the audit team.
- **Timeliness:** Adhere to the deadlines for document submission as outlined in our audit timetable.
- **Internal Controls:** Be prepared to discuss current internal controls and any changes made since the last audit.

Should you have any questions or require further clarification on these points, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]