

Client Audit Checklist

Date: _____

Client Name: _____

Audit Period: _____

Checklist Items

- 1. Financial Statements - Confirm availability and accuracy.
- 2. Internal Controls Documentation - Provide details of current controls in place.
- 3. Previous Audit Reports - Submit reports from the last audit.
- 4. Compliance Evidence - Collect documents related to regulatory compliance.
- 5. Risk Assessment - Prepare a summary of identified risks and mitigations.
- 6. Meeting Notes - Include notes from key stakeholder meetings.
- 7. Contracts and Agreements - Provide copies of all relevant contracts.

Additional Notes

Please ensure all documents are prepared and submitted by the scheduled audit date.

Thank you for your cooperation.