National Council of Nonprofits

Champions for the public good

The Nonprofit Audit Guide
Getting Ready for the Audit Checklist

1. **Assemble in one location:**
   - ☐ Journals that detail the organization's business transactions and affected accounts
   - ☐ Ledgers for the fiscal year being audited
   - ☐ Bank statements and canceled checks
   - ☐ Payroll records and tax returns showing withholding for employees
   - ☐ IRS Form 1099s for independent contactors and consultants
   - ☐ Tax returns (990, 990-T)
   - ☐ Invoice and paid bills (receipts)
   - ☐ Receipts for credit card transactions

2. **Have organized and readily available all:**
   - ☐ Corporation or organizational documents
   - ☐ Policies related to financial management and controls
   - ☐ Tax exemption letters
   - ☐ Board or committee meeting minutes
   - ☐ Grant proposals, commitment letters and contracts with funding sources
   - ☐ Final reports submitted to funders
   - ☐ Contracts with vendors
   - ☐ Leases
   - ☐ Equipment maintenance agreements
   - ☐ Insurance policies (office contents, professional liability, etc.)

3. **Reconcile all bank accounts**

4. **Prepare:**
   - ☐ Trial Balance (a report at the end of the accounting period that ensures debts equal credits)
   - ☐ Accounts receivable schedule
   - ☐ Accounts payable schedule
   - ☐ Depreciation schedules
   - ☐ Expense account analyses requested by your auditor
   - ☐ Schedules of prepaid expenses for upcoming fiscal year
   - ☐ List of fixed asset additions and dispositions
   - ☐ Investment activities