

FINANCIAL AUDIT PREPARATION CHECKLIST

REQUESTED BY		AUDITOR
REVIEWED	ATTACHED	INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	General ledger.
<input type="checkbox"/>	<input type="checkbox"/>	Year-end trial balance and financial statements broken down by net asset class.
<input type="checkbox"/>	<input type="checkbox"/>	Schedule of Federal Awards showing federal awarding agency, pass through agency, grant number, program name, CFDA number, award amount, current year expenses, and prior year expenses.
<input type="checkbox"/>	<input type="checkbox"/>	Grant agreements for those grants expired or expiring.
<input type="checkbox"/>	<input type="checkbox"/>	List of Board of Directors for the fiscal year.
<input type="checkbox"/>	<input type="checkbox"/>	List of members of the Audit Committee, if applicable, or oversight board for the audit.
<input type="checkbox"/>	<input type="checkbox"/>	Minutes of meetings of the Board of Directors and Committees, including summary of any board actions that affect the designated and undesignated fund balances.
<input type="checkbox"/>	<input type="checkbox"/>	Personnel manual.
<input type="checkbox"/>	<input type="checkbox"/>	Accounting Policies and Procedures manual.
<input type="checkbox"/>	<input type="checkbox"/>	Lease agreements.
<input type="checkbox"/>	<input type="checkbox"/>	Year-end payroll tax reports, Forms W-2, W-3, and 1099's issued during the calendar year.
<input type="checkbox"/>	<input type="checkbox"/>	Outside payroll service report for the fiscal or calendar year end.
<input type="checkbox"/>	<input type="checkbox"/>	Fiscal year budget.
<input type="checkbox"/>	<input type="checkbox"/>	Detailed list of donations of goods and services, including the number of hours on donated services.
<input type="checkbox"/>	<input type="checkbox"/>	Detail of legal fees paid, with the name and address of all attorneys used throughout the year.
<input type="checkbox"/>	<input type="checkbox"/>	Detail of repairs and maintenance account.
<input type="checkbox"/>	<input type="checkbox"/>	All paid bills, bank statements and grant reports for the year.
<input type="checkbox"/>	<input type="checkbox"/>	Year-end bank reconciliation and bank statements.
<input type="checkbox"/>	<input type="checkbox"/>	Bank reconciliation should have a complete list of outstanding checks with check number, date, and amount.
<input type="checkbox"/>	<input type="checkbox"/>	Detail of deposits in transit should also be listed.
<input type="checkbox"/>	<input type="checkbox"/>	Year-end investment summary showing year-to-date transactions and balance of investments held at year-end at fair market value (FMV) and original cost (FMV at date of donation).
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of donations of marketable securities.
<input type="checkbox"/>	<input type="checkbox"/>	List of unconditional promises to give and underlying documentation.
<input type="checkbox"/>	<input type="checkbox"/>	List of grant funds received and receivable, including grant award numbers and funding sources. Extended physical inventory of items held for resale.
<input type="checkbox"/>	<input type="checkbox"/>	Fixed asset and depreciation schedule, including copies of any documentation relating to donated fixed assets.
<input type="checkbox"/>	<input type="checkbox"/>	Reconciliation to support any other asset accounts.
<input type="checkbox"/>	<input type="checkbox"/>	List of year-end accounts payable and accrued expenses such as payroll tax payable and accrued compensated absences.

Financial Audit Guide

AICPA



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over compliance for major programs Properly report on the single audit using the illustrative auditor s reports for both the financial statement audit performed under Government Auditing Standards and the compliance audit performed under the Uniform Guidance

Financial Audit Guide United States Accounting Office (GAO),2018-03-12 GAO 02 126G Financial Audit Guide Auditing the Statement of Budgetary Resources **Financial audit manual. Volume 1** ,2024 *Financial audit manual. update to part II*tools , Financial Audit Guide United States. General Accounting Office,2001 Audit Guide AICPA,2016-11-30 AICPA Audit Guides are developed and updated to provide guidance and tools for practitioners as they perform audit engagements The AICPA Audit Guide Analytical Procedures updated as of March 1 2012 includes relevant guidance contained in applicable standards and other technical sources The guide summarizes applicable requirements and practices and delivers how to advice for handling analytical procedures used in audits The included case study illustrates the use of analytical procedures in planning and substantive testing utilizing trend analysis ratio analysis reasonableness testing and regression analysis The appendices include a variety of examples of financial ratios and a comparison of the key provisions of the Risk Assessment Standards This AICPA Audit Guide has been fully conformed to reflect the new standards resulting from the Clarity Project Fully incorporating the clarified auditing standards into this year s edition of the guide enables auditors to further their understanding of these recently issued auditing standards as well as begin updating their audit methodologies resources and tools prior to the clarified auditing standards effective date Additionally this approach gives auditors the opportunity to review and understand the changes made by their third party audit methodology and resource providers if applicable The clarified auditing standards are effective for audits of financial statements for periods ending on or after December 15 2012 calendar year 2012 audits Auditors should continue to use the previous edition of this guide 2008 edition until the clarified auditing standards become effective for the auditors engagements

Financial audit manual update. , Financial Audit Manual Jeffrey C. Steinhoff, Everett L. Mosley, 2004-10-31 The GAO the Pres Council on Integrity Efficiency PCIE maintain the Financial Audit Manual FAM The FAM provides guidance for performing financial statement audits of Federal entities is a key tool for enhancing accountability over taxpayer provided resources In Oct 2003 the Checklist for Reports Prepared under the CFO Act was revised comments were requested on an exposure draft of the checklist One of the key changes in the final checklist is its title which has been changed to Checklist for Federal Accounting Reporting Disclosures to reflect the checklist s potential application to any Federal entity preparing annual audited financial statements in accordance with the OMBs form content guidance *Gao Financial Audit Manual* Government Accountability Office,2018-09-13 This is the June 2018 Financial Audit Manual FAM of the U S Government Accountability Office GAO and the Council of the Inspectors General on Integrity and Efficiency CIGIE The FAM presents a methodology for performing financial statement audits of federal entities in accordance with professional standards and consists of three volumes FAM Volume 1 contains the audit methodology FAM Volume 2 provides detailed implementation

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planning module The AICPA recommends the Audit Risk Assessment Tool be completed by audit professionals with substantial accounting auditing and specific industry experience and knowledge For a firm to be successful in improving audit quality and efficiencies it is recommended that a 5 years experienced auditor completes the Audit Risk Assessment Tool or the engagement team member with the most knowledge of the industry and client often Partner in small medium firms provides insight to whomever is completing the ARA Tool The AICPA recommends this should not be delegated to lower level staff and just reviewed it should be completed under the direction of the experienced auditor if you delegate to inexperienced auditor you will be at risk for less effectiveness and efficiencies because the tool is intended to be completed by an experienced auditor The Audit Risk Assessment Tool does not establish standards or preferred practices and is not a substitute for the original authoritative auditing guidance In applying the auditing guidance included in this Audit Risk Assessment Tool the auditor should using professional judgment assess the relevance and appropriateness of such guidance to the circumstances of the audit This document has not been approved disapproved or otherwise acted on by a senior committee of the AICPA It is provided with the understanding that the staff and publisher are not engaged in rendering legal accounting or other professional service All such information is provided without warranty of any kind

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web use a pencil to mark the mounting holes 3 remove the wall plate from the wall and drill two holes in the wall as marked gently tap anchors provided into the drilled holes until flush with the wall 4 position the wall plate over the holes pulling wires through the wiring opening see fig 5 5

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