We consider the whole picture, business and personal, from a practical and prudent viewpoint. Talk to us about your personal finances or business. Call 503.390.7880 for an appointment, or email us at contactus@johnsonglaze.com.

3085 River Road N. | Salem, Oregon 97303 | 503.390.7880

Johnson Glaze & Co.

Audit Preparation Checklist

Whether your audit is voluntary or required, use this checklist as a starting place when compiling your documents. With the proper paperwork and a team of dedicated CPAs on your side, you and your staff will be able to respond to auditor questions easily and without stress.

Providing you a "successful" audit

We are not the enemy looking to point out your faults. We are working for you and the public to provide quality financial information to you and the other readers of the financials. That process helps build trust in your integrity. That is a successful audit.

How long does an audit take?

For a small to mid-sized organization we usually set the goal of a two month turn-around. There can always be delays for things like confirmations from banks and customers, so we usually get those going early in the process. You can help by clearly identifying your deadlines and providing complete information as soon as it is requested.

What do we do next?

To the right is a list of items you will need to prepare for your audit. Because each audit is different, your auditor will likely modify this list based on your unique situation. If you have any questions, feel free to call our audit specialists at 503.390.7880, or email us at contactus@johnsonglaze.com.

Provide copies of items listed below:

- ☐ Internal controls for your accounting processes
- ☐ IT processes
- ☐ Financial policies/handbooks
- ☐ Articles of Incorporation & Bylaws
- ☐ Prior period financial statement
- ☐ Board approved budget
- ☐ A list of your Board of Directors including contact information
- ☐ A list of the bank signers on each bank and investment account
- ☐ A backup of your accounting software
- ☐ Year end bank statements
- ☐ Notes outstanding (payable or receivable)
- ☐ Fixed asset listing
- ☐ Year end credit card statements
- ☐ Lease agreements

Have available for our review items listed below*:

- ☐ Board minutes for year under audit
- ☐ Bank statements
- ☐ Investment statements
- ☐ Legal invoices
- ☐ Year end payable invoices
- ☐ Payroll reports for year under audit
  *(These can be hard copies or in an electronic format)

Please review the checklist and call our office at 503.390.7880 when you are ready to get started.