

Financial Records & Documentation

- General ledger reflecting all transactions
- Bank statements reconciled
- Invoices, receipts, and accounts payable/receivable records
- Trial balances and cash flow documentation
- Fixed assets register and depreciation schedules • Tax filings and payroll records

Organizational & Legal Documents

- Articles of Incorporation or Formation documents
- Operating agreements, contracts, and key vendor agreements
- Organizational chart and role definitions
- Board minutes or leadership meeting records
- Insurance policies and coverage documentation

Internal Controls & Processes

- Documented internal control procedures
- Financial approval workflows
- Segregation of duties and authorization levels
- Policies for record retention and data security
- Regular reconciliation and variance explanations

Policies, Training & Compliance

- Updated standard operating procedures (SOPs)
- Employee training completion and certifications
- Compliance checklists relevant to your industry
- Review of prior audit findings and corrective actions
- Monitoring and documentation of compliance gaps

Audit Logistics & Accessibility

- Ensure all documents are easy to retrieve and organized
- Centralized digital repository or audit binder
- Clear labeling & version control of files
- Point of contact for auditors
- Create a checklist tracking status & responsibilities

This checklist ensures your organization is prepared for internal reviews, regulatory audits, and compliance examinations with minimal disruption.