

**FINANCIAL AUDIT CHECKLIST  
FOR NOT-FOR-PROFIT ORGANIZATIONS**

**HERE IS A LIST OF THE ITEMS WE NEED READY FOR THE FINANCIAL AUDIT**

**FINANCIAL INFORMATION**

1. Trial Balance at yearend
2. Bank Statements and Reconciliations for the year for each cash account
3. Accounts, Pledges, Grants Receivable detail at yearend
4. Printout detailed General Ledger for year (if feasible)
5. Fixed Asset Detail - This should include a description of each asset, date of acquisition, depreciation method, accumulated depreciation at year end, and current depreciation
6. Payroll Tax Returns for each quarter during the year
7. Inventory listing at yearend
8. Accounts payable listing at yearend (open invoices that have not been paid)
9. Detail on accrued wages at yearend (detail of first payroll paid after yearend and what period it covered)
10. Detail on any notes payable from banks or shareholders
11. Information on any related party transactions
12. Detail on any advance or employee loan
13. Detailed listing of all disbursements for three months following yearend
14. Bank Statements for three months following yearend
15. Detailed listing of all donated goods, date of donation, and estimated cost
16. Detail on any donated services or other in kind donations

**GENERAL AND ADMINISTRATIVE INFORMATION**

1. Articles of Incorporation/IRS Letter 1045 (recognition of exempt status)
2. Minutes from board meetings for Current Year
3. Leases (including buildings, equipment, vehicles)
4. Contracts and Agreements
5. Prior Year Audits/Tax Returns
6. Name and address of attorney(s)
7. Any other information/documentation that you feel would have an effect on the yearend numbers.