In conjunction with our engagement to audit the Organization’s financial statements as of [fiscal year end date], as discussed in our engagement letter, we request that your personnel prepare the schedules, analyses, confirmations, and other items that are listed in this request.

As noted in our engagement letter, the timing, scheduling, and associated fees of the engagement are based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as the timely preparation of requested schedules, retrieving documents, and preparing confirmations. All schedules should be provided in **Excel** format rather than PDF. We also ask that you preface each filename with the list item number.

Fieldwork will begin when all items are received. Note that preparation or maintenance of these items should be part of regular financial reporting and control procedures; but if you need additional explanation or instruction, please contact me at the earliest possible date. I can provide samples or templates; however, assisting in their preparation would be a threat to independence. Please enter “N/A” for items which do not apply to the Organization.

|  |  |  |  |
| --- | --- | --- | --- |
| **CURRENT YEAR FINANCIAL STATEMENT SUPPORT REQUESTED** | **Due Date** | **Provided by or N/A** | **Date****Received or N/A** |
| **GENERAL** |  |  |  |
| 1. Comparative Statements of Financial Position as of [fiscal year end date], and [prior year end date], with explanations of significant changes.
 | ASAP |  |  |
| 1. Comparative Statement of Activities as of [fiscal year end date], and [prior year end date], with explanations of significant changes.
 | ASAP |  |  |
| 1. Functional Expense Statement for the year ended [fiscal year end date].
 | ASAP |  |  |
| 1. Trial Balance as of [fiscal year end date], or, to enable direct import, invitation to QBO.
 | ASAP |  |  |
| 1. General Ledger for the year ended [fiscal year end date].
 | ASAP |  |  |
| 1. Schedule of financial assets as of [fiscal year end date], available to meet cash needs for general expenditures within one year.
 | prior to fieldwork |  |  |
| 1. Net Assets Rollforward, identifying donor-restricted contributions received and releases from donor restrictions.
 | prior to fieldwork |  |  |
| 1. Budget to Actual Report for the year ending [fiscal year end date].
 | prior to fieldwork |  |  |
| 1. Approved budget for fiscal year following the audit period.
 | prior to fieldwork |  |  |
| **CASH AND EQUIVALENTS** |  |  |  |
| 1. Bank reconciliations and statements for all accounts as of [fiscal year end date], and Bank Statements for the first two months subsequent to the fiscal year end.
 | prior to fieldwork |  |  |
| 1. Read-only access to your online bank accounts if it is available. If not, we will observe your download of year-end statements.
 | during fieldwork |  |  |
| 1. Statements for all CD balances as of [fiscal year end date], including maturity and interest rate.
 | prior to fieldwork |  |  |
| **ACCOUNTS RECEIVABLE** |  |  |  |
| 1. Accounts receivable aging as of [fiscal year end date], and detail of subsequent receipts.
 | prior to fieldwork |  |  |
| **OTHER ASSETS** |  |  |  |
| 1. Rollforward of investments for the year, including summary of purchases, sales, income by type and gains/losses and statements to support activity.
 | prior to fieldwork |  |  |
| 1. If applicable, describe the procedures for taking physical inventory and provide supporting documentation for the last inventory taken during the fiscal year, with the reconciliation of priced inventory to the general ledger balance at that date.
 | prior to fieldwork |  |  |
| 1. Rollforward of inventory for the year, including summaries of purchases and sales. Explain any discrepancy between year-end inventory per the rollforward and year-end inventory per the general ledger.
 | prior to fieldwork |  |  |
| 1. Fixed assets/accumulated depreciation detail and invoices to support additions and records of dispositions.
 | prior to fieldwork |  |  |
| **LIABILITIES** |  |  |  |
| 1. Accounts payable aging as of [fiscal year end date].
 | prior to fieldwork |  |  |
| 1. Check registers for the period subsequent to the fiscal year end through audit start date.
 | prior to fieldwork |  |  |
| 1. Schedule of accrued vacation as of [fiscal year end date].
 | prior to fieldwork |  |  |
| 1. Calculation of year-end payroll accrual.
 | prior to fieldwork |  |  |
| 1. Schedule of deferred rent.
 | prior to fieldwork |  |  |
| 1. Statements for all debt accounts (notes payable, mortgages and other loans) as of [fiscal year end date].
 | prior to fieldwork |  |  |
| **REVENUE AND SUPPORT** |  |  |  |
| 1. Schedule of support (grants and contributions) by type, i.e., reciprocal/nonreciprocal, conditional/unconditional and restricted/unrestricted.
 | prior to fieldwork |  |  |
| 1. Schedule of earned revenue by source type.
 | prior to fieldwork |  |  |
| 1. Schedule of net special event revenue, separately reporting contributions (cash and in-kind), earned revenue (ticket sales, auction proceeds, etc.) and direct costs. Note that any cash received above the fair market value of the benefit received must be recorded as a contribution.
 | prior to fieldwork |  |  |
| 1. Detail supporting grantor advances and other deferred revenue.
 | prior to fieldwork |  |  |
| 1. Documentation of the donor’s valuation of in-kind contributions.
 | prior to fieldwork |  |  |
| 1. Deposit records through audit start date.
 | prior to fieldwork |  |  |
| **EXPENSES** |  |  |  |
| 1. Employee census, including hire date, termination date (if applicable), and annual wage/salary compensation and employer-paid benefits.
 | ASAP |  |  |
| 1. Quarterly payroll tax returns reconciled to wages & salaries expense.
 | prior to fieldwork |  |  |
| 1. Access to paid and unpaid bills files.
 | during fieldwork |  |  |
| 1. Reconciliation of wages/salaries and payroll taxes expenses to 941s and to payroll report(s).
 | prior to fieldwork |  |  |
| 1. Reconciliation of independent contractor expenses to contract agreements. Provide copies of major contracts with consultants and other independent contractors.
 | prior to fieldwork |  |  |
| 1. Access to personnel files and timesheets.
 | during fieldwork |  |  |
| **COMPLIANCE DOCUMENTS REQUESTED** | **Due Date** | **Provided by or N/A** | **Date****Received or N/A** |
| 1. Documentation of procedures for monitoring grant reporting, with a focus on key controls.
 | ASAP |  |  |
| 1. Listing of grants received, including date awarded, amount, purpose, reporting requirements and the revenue recognized during the fiscal year.
 | prior to fieldwork |  |  |
| 1. Grant agreements.
 | prior to fieldwork |  |  |
| 1. Monthly (or other periodic) grant reports.
 | prior to fieldwork |  |  |
| 1. Number of clients served during the year ended [fiscal year end date], and/or descriptions of program accomplishments.
 | prior to fieldwork |  |  |
| 1. Correspondence with, or reports to, grantor and cognizant or oversight agencies.
 | prior to fieldwork |  |  |
|  |  |  |  |
| **PERMANENT FILE DOCUMENTS OR UPDATES REQUESTED** | **Due Date** | **Provided by or N/A** | **Date****Received or N/A** |
| 1. “Understanding the Entity”
 | ASAP |  |  |
| 1. “Internal Control Checklist”
 | ASAP |  |  |
| 1. Cycle memos or other detailed documentation of the flow of each significant transaction class: (1) revenue, support and collections; (2) payroll; (3) expenses, disbursements and cash reconciliations.
 | ASAP |  |  |
| 1. Descriptions of the manual and automated procedures used to close the books and prepare the financial statements and related disclosures.
 | ASAP |  |  |
| 1. Articles of Incorporation.
 | prior to fieldwork |  |  |
| 1. Bylaws.
 | prior to fieldwork |  |  |
| 1. Most recent 990 and, if applicable, 990-T.
 | prior to fieldwork |  |  |
| 1. Organization chart.
 | prior to fieldwork |  |  |
| 1. Copies of employment agreements with key management employees.
 | prior to fieldwork |  |  |
| 1. Accounting manual and personnel handbook.
 | prior to fieldwork |  |  |
| 1. Copies of lease agreements and calculation of lease assets and lease liabilities.
 | prior to fieldwork |  |  |
| 1. For pension and any other employee benefit plan, any plan documents and adoption agreements (if any).
 | prior to fieldwork |  |  |
| 1. Mortgage and other debt agreements with amortization schedules.
 | prior to fieldwork |  |  |
| 1. IRS determination letter.
 | prior to fieldwork |  |  |
| **OTHER INFORMATION REQUESTED** | **Due Date** | **Provided by or N/A** | **Date****Received or N/A** |
| 1. Minutes from board meetings from the start of the fiscal year through audit start date.
 | prior to fieldwork |  |  |
| 1. Board member list - most recent.
 | prior to fieldwork |  |  |
| 1. Insurance policies in effect at any time during the fiscal year.
 | prior to fieldwork |  |  |
| 1. Names and addresses of all attorneys providing legal services to the organization during the fiscal year. If pro bono, attorney must provide a statement of the value of donated services.
 | prior to fieldwork |  |  |
| 1. Descriptions of the revenue recognition methodology for each significant revenue stream and the organization’s liquidity management policy and procedures.
 | prior to fieldwork |  |  |
| 1. Identification of the impact on the financial statements of any new accounting standards adopted during the fiscal year.
 | prior to fieldwork |  |  |
| 1. Detailed functional expense allocation methodology.
 | prior to fieldwork |  |  |

**ADDITIONAL ITEMS FOR INITIAL AUDIT**

|  |  |  |  |
| --- | --- | --- | --- |
| **HISTORICAL DOCUMENTS** | **Due Date** | **Provided by or N/A** | **Date****Received or N/A** |
| 1. Financial statements for 4 prior years.
 | ASAP |  |  |
| 1. Significant prior-year legal documents impacting the audit period (for example, contracts, funding source agreements, lease agreements, debt provisions, split-interest agreements, multi-year pledges, legal approval of the designation of net assets, etc.).
 | ASAP |  |  |
| 1. Board meeting minutes for 4 prior years.
 | ASAP |  |  |
| **SUPPORT FOR OPENING BALANCES** | **Due Date** | **Provided by or N/A** | **Date****Received or N/A** |
| 1. Bank reconciliations and statements for the month prior to the fiscal year start.
 | ASAP |  |  |
| 1. Accounts receivable aging as of the month prior to the fiscal year start.
 | ASAP |  |  |
| 1. If applicable, investment balance statements for the month prior to the fiscal year start.
 | ASAP |  |  |
| 1. Credit card statements which include the last day prior to the fiscal year start. If credit card accounts are reconciled, include the corresponding reconciliations.
 | ASAP |  |  |
| 1. Accounts payable aging as of the month prior to the fiscal year start.
 | ASAP |  |  |
| 1. If applicable, statements for all debt balances (loans, LOCs, etc.) as of the month prior to the fiscal year start.
 | ASAP |  |  |
| 1. Appropriate support for all other material asset and liability balances as of the fiscal year start.
 | ASAP |  |  |
| 1. Support for the donor-restricted net assets balance as of the fiscal year start.
 | ASAP |  |  |