

Audit Preparation Checklist

Organise records, reconciliations and outstanding questions before an agreed audit engagement.

Agree the starting point

- Confirm the entity, reporting period, engagement scope and responsible contacts with the appointed auditor.
- Ask for the engagement-specific information request; this checklist does not replace it.

Prepare traceable records

- Organise the trial balance, ledgers, draft financial statements and relevant accounting policies.
- Connect significant balances and transactions to supporting invoices, agreements and schedules.
- Prepare available bank, receivable, payable and other balance reconciliations; identify unexplained differences.
- Gather relevant inventory records, fixed-asset schedules, borrowing agreements and commitments where applicable.

Make unresolved matters visible

- List missing documents, estimates, unusual transactions and outstanding accounting questions.
- Document preparation and review responsibilities and agree how queries will be tracked.
- Discuss subsequent events and other requested matters with the auditor rather than assuming they are irrelevant.
- Share detailed records only through agreed secure arrangements, not an initial website enquiry.

General preparation guidance only. Not professional advice, an official checklist or a complete statement of statutory requirements. Adapt to the entity, circumstances and agreed engagement. No deadlines, approvals or outcomes are promised.