

Audit Preparation Contents

	<u>Worksheet Tab</u>
What being ready for the audit means	"Ready"
Schedules and documents to mail to our office three weeks before audit fieldwork	"To Mail"
Schedule and documents for first day of fieldwork (Not to be mailed to our office)	"FirstDay"
Statement of Functional Expenses	"SFE"
Fixed Asset Example and Instructions Fixed Asset Template	"FA-Inst" "FA-T"
Accrued Vacation Example and Instructions Accrued Vacation Template	"Vac-Inst" "Vac-T"
Lease-Example and Instructions Lease-Template	"Lease-Inst" "Lease-T"
Temporarily Restricted Net Assets Analysis Example and Instructions Temporarily Restricted Net Assets Analysis Template	"TRNA-Inst" "TRNA-T"
Individual Donations >\$5,000 Example and Instructions Individual Donations Template	"Don-Inst" "Don-T"
Foundation/Corporate Support > \$5,000 Template	"Fnd/Corp-T"
Government Contracts/Awards Summary Schedule-Example and Instructions Government Contracts/Awards Summary Schedule-Template	"GovSch-Inst" "GovSch-T"
Government Contract Worksheet	"GovWks"
Executive Director Questionnaire	"ED"
Administrative Assistant Questionnaire	"Admin"
Payroll Reconciliation	"PR Recon"
Payroll Census	"PR Census"
List of Board of Director Meetings	"BOD"