

Audit Readiness Checklist

Most organizations are strong in two to three of these areas and have gaps in the rest.

This checklist will help you quickly identify where you stand.

HOW TO USE THIS CHECKLIST

STEP 1

Rate each statement:

1 Not in place

3 In Progress

5 Fully in Place

STEP 2

Tally your score and review chart on the next page.



Clean & Accurate Financials

Do your numbers actually reflect reality?

- Our books are fully closed for the year
- There are no unclear or uncategorized transactions
- We can produce financial reports at any time
- This year ties cleanly to last year
- Our balance sheet accounts are reviewed and supported

Score: ____ / 25

Grants & Revenue Are Tracked Correctly

Can you clearly explain where your money came from and how it should be used?

- All major funding has supporting documentation
- Restricted funds are tracked separately
- Revenue is recorded at the correct time
- Grant balances and pledges are accurate
- We are not relying on spreadsheets outside our system

Score: ____ / 25



Documentation Is Organized & Accessible

Can you prove your numbers quickly and confidently?

- Every transaction has supporting documentation
- Documents are stored in one organized location
- We are not relying on inboxes or desktops
- Reports tie directly to our financials
- We can respond quickly to auditor requests

Score: ____ / 25

Your Team & Organization Are Prepared

Are you ready for the audit without scrambling?

- Roles and responsibilities are clearly defined
- More than one person understands financial processes
- Board and leadership documentation is up to date
- Key contracts and agreements are accessible
- We have identified any unusual or complex activity

Score: ____ / 25

Systems & Controls Are Working

Do your systems prevent mistakes and catch issues early?

- Financial processes are documented and followed
- Responsibilities are clearly separated across the team
- Approvals and reviews happen consistently
- Changes in staff or systems are documented
- We are aware of and addressing any gaps

Score: ____ / 25

YOUR AUDIT READINESS SCORE	
Total Score: ____ / 125	
100-125	You are audit-ready and operating with confidence. Your systems are working for you.
75-99	Some gaps exist. You may get through your audit, but it will require additional effort and stress.
50-74	High risk. Your audit process will likely be reactive and time-consuming.
Below 50	Audit panic zone. Your team is likely relying on last-minute fixes instead of strong systems.