



**Jeanine J. Mays**

— Certified Public Accountant —

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## Audit Preparation List

PLEASE PROVIDE COPIES OF:

Contact person: Jeanine Mays  
(530) 676-4455

- financial statement for year end
- copy of Quick Books back-up with password
- last bank statement of the year and the reconciliation
- bank statement and reconciliation of month after the year end
- cash disbursements of first month of next year
- cash receipts of the first month of the next year
- name and address of attorney
- all Federal and State payroll tax returns
- W-2's and 1099's filed
- invoices of fixed assets purchased during the year
- accounts receivable detailed list
- accounts payable detailed list
- new loan statements or contracts
- cover sheets on insurance policies
- new lease information or agreements for equipment or property
- list of contributors of amounts over \$500 including names and addresses
- list of donated items and approximate value
- approved budget for the current year and next year
- by-law updates
- Board of Directors list
- flow chart of the Organization
- prior year complete Federal and State tax filing
- copy of prior year audit and management letter (if we did not complete)

PLEASE HAVE AVAILABLE:

- 12 months bank statements and reconciliations
- cash disbursement records
- cash receipt records
- property or investment ownership documents
- grant documents and billings
- employee manual and job descriptions
- Board of Directors minutes up to the current date

FIRST YEAR AUDIT PLEASE PROVIDE COPIES OF:

- Federal and State tax exempt application
- Federal and State tax exempt letter
- articles of incorporation
- by-laws and updates

I LOOK FORWARD TO WORKING WITH YOU. IF YOU HAVE ANY QUESTIONS PLEASE CALL.