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Audit Procedure Checklists

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General Audit Preparation

- ☐ Define audit objectives and scope.
- ☐ Review previous audit reports and relevant documentation.
- ☐ Prepare an audit plan detailing tasks, timelines, and responsibilities.
- ☐ Assemble the audit team and assign specific areas of focus.

Document Collection and Review

- ☐ Obtain financial statements and supporting documentation for the period under review.
- ☐ Review internal control procedures and documentation.
- ☐ Compile a list of key personnel for interviews and inquiries.

Fieldwork

- ☐ Conduct interviews with management and staff to understand processes and controls.

Procedure Checklists For Fund Raisers

Thomas Griffiths



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