

Government Audit Preparation Checklist Template

Ensure thorough readiness with our **government audit preparation checklist template**, designed to streamline compliance and documentation processes. This template helps organizations systematically verify all necessary records and procedures before an audit. Simplify your audit preparation and enhance accuracy with this comprehensive resource.

1. General Documentation

- Organizational chart and department responsibilities
- Government registration and compliance certificates
- List of key contacts and roles relevant to audit
- Employee handbook and code of conduct
- Recent audit reports and management responses

2. Financial Records

- Annual financial statements (last 3 years)
- General ledger and trial balance reports
- Bank statements and reconciliations
- Accounts payable and receivable reports
- Fixed asset register and supporting documentation
- Payroll records and tax filings

3. Compliance and Policies

- Procurement policy and procedures
- Internal controls documentation
- Whistleblower and complaint procedures
- Data protection and privacy policies
- Current contracts, MOUs, and agreements

4. Operational Records

- Inventory records and supporting logs
- Expense reports and supporting receipts
- Grant and funding documentation
- Project management and delivery evidence

5. Preparation Actions

- Assign audit liaison and responsibilities
- Conduct internal pre-audit checks
- Prepare audit meeting schedules and logistics
- Brief staff on audit procedures
- Organize files for easy access and review

Tip: Review this checklist regularly and update it according to the latest government requirements and internal policy changes to ensure continual compliance readiness.