**<ASSOCIATION NAME>**

<address>

<telephone number>

<email address>

**AUDIT CHECKLIST**

Name of Auditor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Audit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Decide on the objectives of the audit

🞏 Schedule fieldwork times

🞏 Set an audit report deadline

🞏 Confirm audit fees

🞏 Pre-audit

🞏 Gather and collate all HOA financial statements

🞏 Send statements to CPA

🞏 Give CPA access to HOA records

🞏 Evaluating risk

🞏 Analyze audited financial statements (most recent)

🞏 Review IRS tax returns

🞏 Examine the annual budget

🞏 Review board meeting minutes

🞏 Fieldwork

🞏 Analyze the income statement

🞏 Analyze the balance sheet

🞏 Review vendor contracts

🞏 Examine bank reconciliations and statements

🞏 Go through payroll records

🞏 Verify proof of ownership of equipment, land, and buildings

🞏 Audit report

🞏 Confirm audit

🞏 Review audit report draft

🞏 Approve audit report

Additional Notes:

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| --- |
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**LIST OF RECORDS AND FINANCIAL STATEMENTS TO SUBMIT**

🞏 1099s for HOA contractors

🞏 Annual budgets

🞏 Annual IRS tax returns

🞏 Assessments receivables

🞏 Bank reconciliations

🞏 Bank statements

🞏 Board meeting minute

🞏 Financial statements (balance sheet, income statement, etc.)

🞏 Insurance policies

🞏 Investment information

🞏 Paid invoices

🞏 Payroll records

🞏 Proof of ownership

🞏 Reserve schedules

🞏 Signed contracts and leases

🞏 Vendor contracts