

NON-PROFIT AUDIT CHECKLIST

- ☐ Backup copy of your computerized accounting records (i.e. bookkeeping software or spreadsheets). Indicate what software and version you are using and the username/password, if any.
- ☐ Bank statements and credit card statements for the year and the month following the year-end.
- ☐ Bank reconciliations for all months, only if not done within the accounting software.
- ☐ A listing of amounts owing to the organization at the year-end; please identify the accounts which may not be collected or are owing from affiliated organizations.
- ☐ Details of any loans receivable (i.e. balance at year-end, interest rate, repayment terms) and copy of related agreements.
- ☐ Investment statement showing details of investments and securities traded during the year and a list of investments or securities held at the year-end.
- ☐ A listing of prepaid expenses at year-end.
- ☐ A list of inventories held at the year-end with details on quantity held and unit cost.
- ☐ All invoices for insurance premiums paid (i.e. office, vehicles, life, etc.).
- ☐ Property tax bills paid during the year.
- ☐ Invoices for any capital assets purchased during the year. If any equipment leases were started or bought out during the year, please provide details.
- ☐ Access to your paid invoices for the year, either at your office or at ours.
- ☐ Details and documentation on any special fundraising projects during the year.
- ☐ Year-end statements for all loans, mortgages, and finance contracts payable (i.e. balance at year-end, interest rate, due date, payment terms, etc.). Please provide a copy of the agreement if the loan is new.

- ☐ A listing of accounts payable at the year-end, only if this is not maintained within the accounting software. This should indicate what the amounts incurred are for, including balances payable to the federal and provincial government for payroll deductions and EHT.
- ☐ A listing of accrued liabilities at the year-end.
- ☐ Application for GST/HST Public Service Bodies' Rebate and GST Self-Government Refund forms filed for the year.
- ☐ All correspondence with the Canada Revenue Agency during the year.
- ☐ Access to original documentation of donations and other revenue received, either at your office or ours (i.e. copies of cheques received, donation envelopes, PAD forms, etc.)
- ☐ Details of any donor-restricted funds received in the year and related spending.
- ☐ Form T4 Summary and T4 Statement of Remuneration Paid and the reconciliation to the accounting records.
- ☐ Access to payroll records, either at your office or ours (i.e. copies of employment agreements, employee time sheets, etc.)
- ☐ Minutes for all Board meetings held during the fiscal year and also subsequent to year-end.
- ☐ Any legal correspondence.
- ☐ Amendments to governing documents.
- ☐ Letters or documentation relating to any grants received during the year.
- ☐ Copies of agreements for any financial commitments (i.e. real estate leases, printer leases, etc.)
- ☐ Monthly statements for employee benefits.

- ☐ For registered charities:
- ☐ Donation receipts, donation listing and the donation reconciliation to issued slips and accounting records. Include details of any receipted non-cash gifts.
- ☐ Copy of prior years' Form T3010 if not previously forwarded to us.
- ☐ If you require us to complete the Form T3010, the Registered Charity Information Return, we require the following:
 - For each director, officer or trustee: home address, date of birth, telephone number, position in the charity, start date in position, end date if departed in year. Whether any of the directors are not at arm's length with each other (ie. are related). In addition, details of transactions during the year with these officials.
 - Listing of donations received from other registered charities.
 - Listing of amounts donated to other registered charities.
 - Number of full-time employees, number of part-time employees, total expenditure on compensation for part-time employees.
 - Details of any foreign activities by country.