



# ATHERTON

& ASSOCIATES, LLP

Tax • Assurance • Consulting

# AUDIT READINESS GUIDE



## How To Prepare

*Effective preparation starts with complete reconciliations, clear supporting schedules, and well-organized documentation before fieldwork begins. Establish internal ownership for requests and confirm information is accessible so the audit progresses efficiently.*

## Why It Matters

*Audit preparation reduces delays, limits repeated requests, and allows the engagement to focus on meaningful review rather than document gathering. When financial records and schedules are organized in advance, the process becomes more efficient—and often more insightful.*



### Financial Documents

*Financial records | Reconciliations | Supporting schedules | Bank statements | AR & AP aging | Payroll reports | Fixed assets | Inventory records*



### Team Readiness

*Point person assigned | Staff availability | Department contacts | Internal communication | Responsibility clarity*



### Process Coordination

*Digital folders organized | Auditor request list | Timeline planning | External providers notified | Document access ready*

## Plan Ahead for a Smoother Audit.

Our team helps organizations prepare, coordinate, and navigate the audit process with clarity and confidence.

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