

BREEZE THROUGH JANUARY



Six steps to getting audit ready

There are three key advantages to starting your audit prep now.

- **Save time.** You are more likely to do it right, the first time, when you aren't under pressure of January deadlines.
- **Have more choices.** If you start now, you can work on it on your schedule... working around all the other "urgent" items that come up.
- **Save money.** Mistakes and high pressure often take more auditor time which can add up \$\$\$.

Check out the list below for the best places to start.



HAVE A LOOK AT LAST YEARS REQUEST

These are often similar from year - year.

Prepare requested documentation both at interim and after the fiscal year end.



REVIEW LAST YEARS FINAL AUDIT

What has changed? Document year - year changes.



REVIEW LAST YEARS CLIENT QUESTIONNAIRE

What has changed? Document year - year changes.



EXAMINE ACCOUNTING PROCESSES AND OPERATIONS

What has changed? Document year - year changes.



IDENTIFY NEW REVENUE STREAMS

What has changed? Document year - year changes.



NEW CONTRACTS, LEASES OR AGREEMENTS

What has changed? Document year - year changes.

Be sure to stay in frequent contact with your auditor, let them know of issues or any questions you may have.